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Position Title: Contract Specialist

Position Status: Full-Time Temporary (This position to last not later than January 31, 2027)

Department: Procurement & Real Estate Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T28 \$3,634.43 - \$4,294.18 bi-weekly

Our Procurement & Real Estate Services Department is seeking a Contract Specialist who will provide procurement expertise on major projects and work collaboratively with our internal clients and external partners to successfully deliver the infrastructure and construction major projects.

You are: A procurement professional with extensive experience with major projects procurement and sound knowledge of all applicable regulations, policies and best practices. Ideally you will have experience in the procurement of reservoirs, dams, treatment plants or water mains. You take initiative and work well with minimal direction and supervision; have a positive and enthusiastic attitude; enjoy being part of a lively and dynamic team; are organized, detail-oriented, dependable and reliable. You are a quick learner, team player, and have a customer service mindset.

This role:

- Acts as a lead and reviews, oversees and provides training and interpretation of purchasing policies and procedures to purchasing staff.
- Develops and recommends procurement strategies for complex procurement projects.
- In conjunction with client departments, reviews specifications and prepares tender and proposal documentation and contracts; assists in the evaluation of vendors; arranges for calling of bids; reviews, edits and approves competitive selection documents and processes (CSPs) prepared by purchasing staff; ensures all information is uniformly distributed; attends public opening of tenders and proposals; analyzes bids as to value, price, quality, quantity, future availability, past performance, etc.
- Maintains liaison with senior staff to remain apprised of upcoming projects; assists in coordinating the work of the procurement team to ensure optimization of staff resources and efficiencies; reviews and recommends changes to corporate policies, procedures and standards.

- Independently, or in conjunction with client departments, evaluates tender and proposal responses and ensures bid compliance; provides assistance and advice to engineers and project managers concerning contract administration and interpretation; interviews suppliers, negotiates satisfactory price discounts, terms, delivery methods and dates and related items with department and supplier concerned; evaluates sustainability submissions; prepares award recommendations; in conjunction with a superior, negotiates complex contracts, contract renewals or major contract changes.
- Consults with professional staff to develop strategies to resolve disputes with contractors and consultants; negotiates with contractors and consultants to resolve disputes and clarify discrepancies.
- Drafts contract language according to precedent; researches and obtains information and material required from a variety of sources.
- Reviews all bids/contracts to ensure appropriate purchasing treatment including levels of indemnification and to verify required insurance and bonding certification; administers and monitors awarded service and purchase contracts.
- Performs research and analysis of products, services, supplies, materials and equipment and prepares reports and recommendations on purchasing of same.
- Advises and assists departmental clients and suppliers regarding purchasing problems and requirements, specifications, contracts and details of goods and services to be purchased; liaises with external and internal contacts such as engineers, lawyers, architects, project managers, vendors and mechanics; attends meetings related to the work and may serve on committees as required.
- Maintains purchasing records and prepares summary statistical and information reports.
- Performs related work as required.

To be successful, you have:

- Bachelor's degree in Commerce or Business Administration or equivalent and considerable related purchasing experience or an equivalent combination of training and experience.
- Supply Chain Management Professional (SCMP) from the Supply Chain Management Association (SCMA), or equivalent certification.
- Thorough knowledge of contract law, risk management and negotiation techniques.
- Thorough knowledge of purchasing principles, practices and methods and municipal policies and procedures governing purchasing operations.
- Thorough knowledge of the sources, quantities, types and prices of goods, commodities and services required.
- Thorough knowledge of market conditions, price trends, business conditions and governmental regulations affecting the work.
- Considerable knowledge of the functions and requirements of the departments served.

- Ability to evaluate quality, vendor capability, life time cost and service factors to determine quality and suitability of all supplies, services and commodities.
- Ability to interpret and apply the laws of contract and competitive bidding to a variety of situations.
- Ability to facilitate interdepartmental evaluation teams through complex bid evaluations and to use a variety of evaluation methodologies.
- Ability to make recommendations for solutions to complex and/or specialized purchasing issues.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to negotiate with vendors.
- Ability to prepare specifications, contracts, tender and request for proposal documents for a variety of products and services and to monitor and administer contracts.
- Ability to study and review market conditions and prepare reports and recommendations on purchasing matters.
- Ability to review and supervise the work of subordinate buyers and provide training as required.
- Ability to use a computerized materials management system and various software applications.
- Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by December 9, 2025.