

BUILD A CITY. BUILD A FUTURE.



BUYER 3

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

SCOPE

In support of the Procurement Services Section within the City's Finance Department this position is responsible for performing senior level full cycle procurement work for Capital Construction Projects of a high level of complexity and technical nature. Work is performed under minimal supervision and independent judgment is exercised as required in accordance with City's policies and procedures.

EMPLOYMENT STATUS

Union – CUPE – TERM (1 Year)

RESPONSIBILITIES

- Assists in the preparation of high-level complex specifications/requirements and related documents and preparation of criteria, in conjunction with client Departments.
- Prepare and solicit tenders, proposals, and quotations, change orders and other project related administrative documents on behalf of client departments.
- Facilitates interdepartmental evaluation teams through complex evaluations and to interpret and apply the laws of contract and competitive bidding to a variety of situations independently, or in conjunction with client departments.
- Performs reference checks, interviews suppliers, negotiates satisfactory price discounts, terms, delivery methods and dates and related items.
- Processes purchase requisitions and issues purchase orders and maintains purchase orders and contracts to reflect changes to requirements.
- Drafts contracts/agreements, contract/agreement renewals, change orders, amendments, and extensions for presentation to internal clients and contractors, including other contract or project related documents, conducts complex negotiations to finalize new contracts.
- Completes a broad variety of administrative tasks: including preparation of related business correspondence and reports, maintain project status updates, and compiling documents for distribution.
- Maintains a variety of stakeholder relationships, be customer-service focused and adaptable with a proven track record for problem solving.
- Liaises with external and internal contacts such as engineers, architects, and project managers while establishing and maintaining effective working relationships.
- Performs other duties as required.

QUALIFICATIONS

- Completion of Grade 12 supplemented by completion of Year 3 of the Supply Chain Management Professional (SCMP) program from the Purchasing Management Association of Canada, or an equivalent combination of training and related experience in procurement.
- Considerable experience in City or industrial purchasing and materials management.

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- Valid BC Driver's license with safe driving record.
- A strong working knowledge of the policies and procedures governing municipal / public sector procurement is considered an asset.

In addition, our preferred candidate will have:

- Familiarity with Canadian Construction Documents such as CCDC 2, MMCD and other Tender documents.
- Experience in procurement of construction related projects using methods such as Design Build, and Construction Management at Risk.
- Sound experience sourcing and procuring a variety of goods and services of the type typically used in a municipal setting or a suitable combination of training and experience.
- Sound knowledge of contract law, negotiation, and corporate insurance.
- Excellent organization skills, including ability to handle multiple projects concurrently in a time sensitive manner.
- Proven communication skills, both written and verbal, thorough knowledge of procurement principles, practices and methods, contract law, risk management and business procedures.

Other Information

Hourly Rate: \$43.77 (2024 Rates)

Steps	Hourly Rate
Step 1	\$43.77
Step 2 (6 Months)	\$45.61
Step 3 (18 Months)	\$47.52
Step 4 (30 Months)	\$49.52

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6898.

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