

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

The City provides a competitive compensation and benefits package with a focus on workplace wellness. Explore our career opportunities and see how you can make a difference.

Buyer, Capital Projects

The incumbent performs a variety of professional and technical duties in the administration of various contracts, with a primary focus on construction related projects that result in Canadian Construction Documents Committee (CCDC) and Ontario Provincial Standards (OPS) agreements, and procurement of materials, commodities, supplies, equipment and services used by the City of Pickering. Primary duties involve communicating with vendors, suppliers, contractors and client department representatives; analyzing price quotations, quality, suitability and availability of items or services; comparing specifications; reviewing requisitions and/or recommending substitutions in accordance with established deadlines; and confirming purchase orders.

Successful applicants will possess the following:

- Post-secondary diploma in Material Management, Purchasing, Business/Public Administration or a related discipline, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.
- Completion of the Certificate of Purchasing from OPBA (Ontario Public Buyers Association) or SCMA (Supply Chain Management Association Canada) an asset.
- Completion of Construction related education modules from OPBA or SCMA is preferred.
- Three years recent purchasing experience including the administration, ethics and procedures of the purchasing functions with a focus on capital and constructions projects, preferably in a mid to large-size municipal environment.
- Demonstrable knowledge of the *Construction Act*, construction contract law/administration and various Canadian Construction Association (CCA) contracts.
- Demonstrable ability to effectively evaluate contract compliance and product/service quality.
- Well-developed interpersonal, organizational, report writing, customer service and consultation skills.
- Ability to communicate clearly and concisely in the English language, both orally and in writing, to interpret, apply and explain City's purchasing policies and procedures.
- Ability to meet objectives and established deadlines under own initiative in an active business environment.
- Ability to establish and maintain effective business relationships with others.
- Proficiency in the use of a personal computer including MS Word and Excel spreadsheet applications.
- Knowledge and understanding of the principles and practices of centralized purchasing, industry trends, current legislation, law of agency, contract law and purchasing code of ethics.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must have a personal vehicle for use in the performance of duties. Must possess a valid Class G Ontario Drivers Licence and provide ongoing consent to conduct Drivers Abstracts through the Ministry of Transportation. A clean driving record is preferred.

Compensation includes a comprehensive benefits package, pension plan and a salary ranging from \$34.60/hr. to \$38.44/hr. (based on a 35 hour work week).

Qualified candidates may submit a detailed resume or online application form to:

Recruitment Specialist
Human Resources Division
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: pickering.ca/employment

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will be used for the purpose of candidate selection. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

An Equal Opportunity Employer