



**Buyer III – Temporary (2 Positions)**  
**Corporate and Community Services Department**  
**CUPE 1505**

**Position Type/ Hours:** These are temporary full-time positions working thirty-five (35) hours per week for approximately eight (8) months within the Procurement Branch of the Corporate and Community Services Department. These positions are within the CUPE 1505 Bargaining Unit. These positions are located in the community of Fort McMurray, the Regional Municipality of Wood Buffalo's urban centre.

**Position Description:** Under minimal supervision, leads most aspects of procurement and contract administration activities (contractor relationships, contract negotiations, corporate wide contracts, sourcing strategies, market analysis, cost modeling, cost/price analysis, etc). Incumbent will implement all policies, procedures, and systems innovations within procurement services, and support the corporate role of procurement services by working strategically with clients and providing all necessary information and subject matter expertise to internal departments and the vendor community.

Primary responsibilities include but are not limited to:

- Provides a full range of purchasing and materials management services, particularly large (high dollar value), complex, and high profile purchases of capital goods and services.
- Provides advice and guidance on the development of contracts and contract administration relative to the purchase of various services.
- Provides guidance and mentoring to junior buyers and other staff, including process management and workload assignments.
- Leads procurement activities with respect to contractor relationship development and sourcing strategies.
- Ensures consistency of documentation.
- Composes commercial bid documents, reviews technical specifications, negotiates and/or obtains complex competitive bids, performs commercial evaluation of submitted bids, and holds authority to release purchase orders within defined parameters and to recommend the acceptance of awards.
- Interprets and communicates procurement policies, regulations, and procedures to the user departments and provides advisory services as to the application of those standards.
- Perform vendor administration, conducts research, interviews, negotiates contracts and monitors vendor performance.
- Serves as a liaison between vendors, contractors, and municipal departments; resolves disputes and conflicts.
- Researches best practices for contracting and contract development, and consults with lawyers regarding contractual obligations or potential litigation.
- Provides expertise in common law, tendering law, and provincial statutes including the Canadian Free Trade Agreement, municipal government acts, and other legislative requirements.
- Oversees the disposal of surplus and salvage goods.
- Performs other duties as required.

**Qualifications:**

- A Degree in Supply Chain Management, or Business Administration; or completion of a Supply Chain Management professional designation (i.e. SCMP, CPPB, CPSM, CPPO) is required.
- Five (5) years' experience which includes at least three (3) years' experience in a corporate centralized purchasing environment performing end to end responsibility for tender/RFP processes.
- Experience in SAP is preferred.

You will possess the following:

- Interpersonal, communication, listening, negotiation and interpretative skills.
- Diplomacy, political sensitivity and conflict resolution abilities.
- High standard of ethics, integrity, and discretion.
- Proven working knowledge of the legal ramifications of purchasing decisions, contracted service agreements, FOIP, the Canadian Free Trade Agreement, as well as knowledge of the Municipal Government Act.
- Ability to work under pressure with frequent changes, critical time lines, and frequent interruptions.
- Maintains a good knowledge of the vendor community and commodity needs.
- Valid Alberta Class Five (5) driver's licence or equivalent (clear driving record an asset).

**Pay Level:** PL 15

**Salary Range:** \$51.39 (Temporary Rate)  
\*All CUPE job rates are currently under review and subject to change.

**In addition to the rate of pay, we offer:**  
**-an additional bi-weekly payment of \$480 which represents a cost of living allowance**

**Requisition Number:** 005452

**Closing Date:** Open until filled

**Posting Type:** Internal & External (Reposted: April 27, 2019)

To apply: Please visit our website at [www.rmwb.ca](http://www.rmwb.ca)  
We appreciate the interest of all applicants; however, only those individuals  
selected for interviews will be contacted.  
Late applications will not be accepted.