

# Job Title: Category Manager - Fleet Vehicles

## JOB INFORMATION

**Requisition ID:** 8534

**Number of Vacancies:** 1

**Department:** Procurement and Category Management (20000714) - Capital Procurement (30000513)

**Salary Information:** \$118,445.60 - \$148,020.60

**Pay Scale Group:** 11SA

**Employment Type:** Regular

**Weekly Hours:** 35 **Off Days:** Saturday and Sunday **Shift:** Day

**Posted On:** September 5, 2024

**Last Day to Apply:** September 27, 2024

**Reports to:** Director, Capital Procurement

***\*If you previously applied during the posting period of March 8, 2024 to May 9, 2024, no need to reapply as all applications will still be considered. Thank you.\****

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

## Career Opportunity

Looking for a new and exciting job opportunity? We are looking for a Category Manager - Fleet Vehicles to join our team! **This position will be responsible for managing the procurement of Transit and Fleet Vehicles portfolio.**

## What You Will Do

- You will plan, coordinate, and provide oversight of procurement activities and contract administration.
- You will liaise with clients to identify and resolve systemic issues or problems in procurement processes or procedures.
- You will review, assess, approve client's scope of work/specifications and requirements (e.g., budget/project approval, estimate, schedule, technical details), Commercial Analysis, Purchase Authorizations, Sole Source Requests, Contract Amendments.
- You will also guide and assist section staff with proposal evaluations and contract negotiation and administration activities.
- You will coordinate, monitor, review and prepare a variety of reports relating to procurement/contract administration progress, budget/project approvals, labour/material cost distribution, client requirements, or special reports for management.
- You will prepare responses to and correspondence with contractors and consultants regarding contractual and commercial matters.
- You will plan, supervise and direct the daily work performed by direct reports.
- You will also develop short and long terms plans relating to methods, procedures, administration and staffing to enhance effectiveness of procurement process.

## **What Skills Do You Bring?**

- Use office technology, software and applications
- Understand and apply administrative policies, processes, and procedures
- Apply analytical skills
- Communicate in a variety of mediums
- Manage human resources
- Plan and organize activities / projects to meet section and organizational goals
- Manage conflict
- Demonstrate specialized expertise and knowledge in the assigned field

## **What Qualifications Do You Bring?**

- Your education will consist of a completed University Degree or College Diploma in Business or a related discipline, or a combination of education, training, and experience deemed to be equivalent combined with progressively responsible experience in a hybrid or complex procurement and/or supply organization including demonstrated experience within Category Management.
- Additionally, an Industry designation (e.g. SCMP, CSCP, CIPS or P.Log) is an asset.
- Your application will reveal 5-7 years of public procurement experience, as this is strongly preferred.
- Your application will reveal strong knowledge of category management, strategic sourcing, including advanced market knowledge of assigned category (transit experience, with the acquisition of buses, subways, or other transit vehicles preferred).
- Your application will also reveal experience with business case development.
- You must have highly developed management, organizational, administrative and interpersonal skills.
- You must also have experience collaborating, leading, motivating and training staff within operating departments about strategic sourcing approaches.

## **What We Offer**

- Commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the communities we serve.
- A flexible, hybrid work approach that allows colleagues to find balance between their professional and personal lives and making the most of the benefits of working remotely and purpose-driven in-person collaboration opportunities.
- One of the great benefits of being a full-time TTC employee is becoming a member of TTC defined pension plan.
- A comprehensive package that covers health, dental, vision and more.
- Support for professional development opportunities for all colleagues through a broad range of learning programs that include in-person and online training, leadership development, and support for colleagues' well-being.

## **Commitment to EDI**

The TTC is committed to upholding the values of equity, diversity, anti-racism and inclusion in the delivery of its services and in its workplaces. The TTC is committed to fostering a diverse workforce that is representative of the communities it serves at all levels of the organization, and supports an inclusive environment where diverse employee and community perspectives and experiences bring value to the organization. The TTC encourages applications from all applicants, including members of groups with historical and/or current barriers to equity, including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQ(IA+) community. The TTC values and supports an inclusive and barrier-free recruitment and selection process. Accommodations for applicants are available upon request throughout the recruitment and selection process, including for those who identify as having a disability. Please contact Talent Management at (416) 393-4570. Any information received related to an accommodation will be addressed confidentially.

The TTC's policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to a relationship. Should you be selected for an interview, you will be required to disclose the name, relationship and position of any relative who is a current TTC employee.

We thank all applicants for their interest but advise only those selected for an interview will be contacted.