

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



JOB TITLE: Purchasing Supervisor
DEPARTMENT: Office of the CAO
POSTING NUMBER: 106249
NUMBER OF POSITIONS: 1
JOB STATUS & DURATION: Full Time Permanent
HOURS OF WORK: 35-hour workweek
LOCATION: Hybrid Model*– when working onsite, you will report to the location of City Hall.
SALARY GRADE: 6
HIRING SALARY RANGE: \$100,277.00 - \$112,812.00 per annum
MAXIMUM OF SALARY RANGE: \$125,346.00 per annum
JOB TYPE: Management and Administration
POSTING DATE: May 07, 2025
CLOSING DATE: May 28, 2025

The City of Brampton is currently hiring a Purchasing Supervisor to add value in Purchasing by overseeing end to end procurement procedures, techniques, and methodologies, including tendering, evaluation, contract development and negotiation of contract for complex and specialized nature of commodities.

The ideal candidate shall demonstrate a minimum of four years of procurement experience in either Construction or Goods & Services, with progressively increasing levels of responsibility or related experience. The ideal candidate shall preferably have at least two to three years of procurement leadership or supervisory experience within a public sector or municipal environment. In addition, extensive experience in the purchasing operations of large public or private organizations, with some of those experience directly related to the areas of responsibilities of the Purchasing Supervisor position. These competencies will be assessed during a pre-screening process prior to the interview stage.

If this sounds like you, we would like to hear from you to understand your skills to join the City in the role of Purchasing Supervisor.

AREA OF RESPONSIBILITY:

Reporting to the Manager, Purchasing/Deputy Purchasing Agent, this role provides supervision to a team of purchasing professionals and administrative support staff in order to facilitate the procurement of products and services required across City departments.

1. Supervise purchasing team. Provide functional supervision to several purchasing professionals and administrative (clerical) unionized staff. Establish performance objectives and work assignments and motivate staff through daily coaching and guidance. Responsible for adherence to City policies, procedures and protocol. Assess staff performance and make recommendations for training & development. Provide coaching and mentoring in the area of professional purchasing and contract law.

Prepare and monitor the operating budget for own area and contribute to the overall departmental budgeting process.

2. Act as Purchaser. On complex and major purchases, provide information and assist in developing competitive bid documents; analyze and evaluate offers and proposals, prepare and implement contracts, and monitor contract delivery. Liaise with external vendors and suppliers as required.
3. Provide consulting service to user departments. Assist in the development of policies, procedures, computerized systems and training of division staff and clients. Prepare reports for Council. Educate on purchasing policies and procurement methods. When necessary, assess department needs and make recommendations. Work with Buyers to coordinate preparation of specifications and proper bid documents, including bid lists. When necessary, provide subsequent evaluation of submissions and award recommendations.
4. Develop efficient processes. Work with peers and Director to implement continuous improvements and to upgrade processes to keep pace with industry standards and best practices in transaction methods. Research comparators and recommend changes. Provide backup in the absence of the Director.

SELECTION CRITERIA:

EDUCATION:

- Post-secondary degree or diploma in Business Administration or similar program
- Completion of Certified Professional Public Buyer (CPPB) or Certified Supply Chain Management Professional (CSCMP)

REQUIRED EXPERIENCE:

- 4-5 years relevant purchasing experience, including tendering and contracting, public sector preferred
- Management (supervisory) experience

OTHER SKILLS AND ASSETS:

- Demonstrated ability to negotiate with vendors, contractors, suppliers
- Proficient in use of MS Office, spreadsheet/database software, specific knowledge of PeopleSoft purchasing module an asset
- Excellent English communication skills, written and verbal
- Project management experience an asset

***Various tests and/or exams may be administered as part of the selection criteria.*

Interview: Our recruitment process may be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available. *Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #106249 by May 28, 2025**, and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

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The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.