

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: Senior Buyer
DEPARTMENT: Office of the CAO
POSTING NUMBER: 106339
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: 12
SALARY RANGE: **1ST STEP:** \$87,960.60 per annum
 2ND STEP: \$92,601.60 per annum
 JOB RATE: \$97,479.20 per annum

JOB TYPE: Union
POSTING DATE: January 06, 2025
CLOSING DATE: January 17, 2025

The City of Brampton is currently hiring a Senior Buyer! If you have experience in building, design, and development projects or familiar with road maintenance and construction, then check out this opportunity!

AREA OF RESPONSIBILITY:

Reporting to the Supervisor, Purchasing, promote the most effective use of Corporation funds in the acquisition of goods and services and in light of current and future price trends, supply and demand, etc. in accordance with the City's purchasing policy. Provides guidance to clerical staff.

- Ensure specific procurements comply with the City's Purchasing By-law, trade agreements, treaties and supporting policies, protocols and standard operating procedures to achieve the goals of fair, open and transparent procurement opportunities.
- Responsible for the development of procurement strategies, through consultation with client departments, to achieve project objectives.
- Identify and assess legal risks associated with procurements in order to minimize/mitigate the City's exposure to procurement litigation.
- Develop bid documents, bid forms, contract agreements, terms and conditions and award strategy.
- Responsible for the management of assigned procurement projects, including leading and directing cross functional teams, reviewing specifications and evaluation criteria. Also accountable for providing clients with advice and guidance in the preparation of specifications and evaluation criteria.
- Analyze bids for compliance with requirements of bid documents, perform evaluations and provide recommendations for award in compliance with Canadian procurement case law.

- Manage vendors throughout the procurement process, including responding to bid complaints & disputes, enquiries, providing debriefs to unsuccessful bidders and educating on procurement policies and procedures.
- Maintain client relationships to contribute to the success of their projects.
- Prepare reports to include Purchase Approval Reports, Council Reports, determine the appropriate signing authority level, and obtain approvals in accordance with the requirements of the City's Purchasing By-law.
- Provide contract award notification and prepare contracts for execution.
- Provide contract management/administration of corporate wide contracts and amendments to Department contracts.
- Provide direction to Purchasing Assistants.
- Identifying methods of improvement to the procurement function.
- Maintain a high level of accuracy in performing all duties.
- Performs additional similar and related duties as assigned

SELECTION CRITERIA:

EDUCATION:

- High School (Grade 12) graduation plus an additional programme of over one year and up to two years in Purchasing or Business or equivalent.
- SCMP Designation or CPPB Certification.

EXPERIENCE:

- Over four (4) years, up to including eight (8) years experience performing the buying function

OTHER SKILLS AND ASSETS:

- Knowledge of PeopleSoft purchasing module.
- Proficiency in Microsoft Word, Office and Excel.
- Exceptional written and verbal communication and interpersonal skills with an emphasis on customer service.
- Ability to work independently or as part of a team.
- Ability to work with minimum supervision in a fast paced, flexible, challenging, progressive environment.

***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.

Applicants who do not meet the educational requirements but have direct related experience may be considered.

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 #106339 by January 17, 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.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



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.