



Position: Material and Services Planning Superintendent

<https://careers.saskatoon.ca/job/Saskatoon-Material-and-Services-Planning-Superintendent-SK/580783717/>

Division: Utilities and Environment

Department: Saskatoon Water

Term: 1 Temp Full Time position available for approximately 3 years.

Closing Date: 05/22/2024

Labour Group: SCMMA

Posting: 3231

Job Summary

This position supports the Saskatoon Water Management Team in building the implementation road map that will guide the organization to achieve strategic goals that relate to warehouse and inventory management, material planning, services contracts, and operations improvements. As a subject matter expert, this position performs a variety of technical and administrative duties related to contract administration and leading warehousing operations by providing guidance and direction to establish effective and consistent practices.

Duties & Responsibilities

1. Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies, and pursues other resources if necessary. Conducts performance management and, when required, disciplinary action.
2. Manages the Saskatoon Water warehouse facilities by monitoring levels and establishing inventory practices that provide optimum inventory levels and turnover rates, and reduction of obsolete items.
3. Ensures compliance and alignment with Corporate Purchasing Policy and Protocols; including low value purchase protocol, and procedures for inventory control and stock counts.
4. Provides warehouse staff with direction, training, and expertise in inventory and warehouse management principles.
5. Oversees and is accountable for Saskatoon Water inventory, segregation of duties, cycle counts, year-end inventory and reconciliation.
6. Leverages the material requirement planning (MRP) system for inventory replenishment and optimization.
7. Ensures processes and procedures are in place to generate inventory records that are timely and accurate, conducts analysis and makes recommendations on cost efficiency and effectiveness of materials management and control.
8. Oversees and provides mentorship on the contract administration processes within Saskatoon Water.
9. Develops contract specifications and requirements; ensures that all contractors adhere to the contract deliverables, KPIs, and safety requirements. Monitors and tracks vendor performance. Maintains records related to contract administration.

10. Collaborates with technical subject matter experts and Supply Chain Management to develop purchasing strategies for high value procurements that achieve both specification requirements and comply with the City's Purchasing Policy, Trade Treaty obligations, and strategies.
11. Assists with the development of long- and short-range planning for Blanket Purchase Orders, Standing Offers and Supplier Rosters as they pertain to the City's procurement strategies and Purchasing Policy.
12. Plans and recommends the physical requirements for the storage, transportation, and security of inventory.
13. Implements strategies to improve operational efficiency and effectiveness; sets above average standards and leads by example.
14. Develops and manages the warehouse and other operating budgets.
15. Manages service contracts, including construction.
16. Works with operations staff to ensure the continued safe and reliable functionality of Saskatoon Water assets.
17. Performs other related duties as assigned.

Qualifications

- Education and Experience combination satisfying one of the following four criteria:
 - Degree in Supply Chain or Operations Management (or a related field), and 4 years' related experience in contract management including procurement, specification development, contractor performance management, warehousing, and invoice payment.
OR
 - Diploma from a recognized two-year, post-secondary business-related program or Supply Management Training (SMT) Program from Supply Chain Canada (SCC) and 6 years' related experience in contract management including procurement, specification development, contractor performance management, warehousing, and invoice payment.
OR
 - Degree in Engineering, and registered, or eligible for registration, as a Professional Engineer in the Association of Professional Engineers and Geoscientists of Saskatchewan, and 4 years working with procurement.
OR
 - Possession of a diploma from a recognized two-year post-secondary Engineering Technology program and eligible for certification as an Applied Science Technologist (A.Sc.T) with Technology Professionals Saskatchewan, and 6 years working with procurement.
- An SCMP designation will be considered an asset.
- Demonstrated expertise in material planning, data analysis, master data, and inventory management. Experience in the above processes directly in SAP software would be considered an asset.
- Knowledge of modern principles of materials handling and inventory management.
- Considerable experience in public sector procurement would be considered an asset.
- Considerable knowledge of a variety of water utility products and sources of supply would be considered an asset.
- Supervisory experience is considered an asset.
- Ability to work collaboratively and gain knowledge from internal and/or external stakeholders and become a functional area leader for business process change.
- Demonstrates organizational skills and is self-directed.
- Ability to articulate ideas, concepts, messages, and persuasive presentations on controversial or complex topics and can relate to people within the organization to support strategic project goals.

- Demonstrated ability to make complex decisions while considering the “big picture” perspective, with a defensible and consistent process.
- Possession of a valid Class 5 Driver’s license.

Weekly Hours: 36.67

Salary Range: \$86,211.84 to \$101,175.60 CAD **per annum** (2023 rates)

Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit [Saskatoon.ca/diversity](https://saskatoon.ca/diversity)

Accommodation

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email talentacquisition@saskatoon.ca.