

Greater Vancouver Regional District

Position Description: Construction Dispatch Office Foreman (G697)

July 2010

Purpose: This position: is responsible to coordinate the day to day operations of the Construction Division heavy equipment / truck fleet; to supervise the day to day operations of the Dispatch staff; has delegated authority to enter into contracts for procurement of goods and services through the Corporation's Purchase Order (PO), Standing offer Agreement (SOA) and Purchase Card programs in accordance with corporate dispatch and purchasing policies; coordinates the supply and distribution of materials and services for the Engineering and Construction, Operations and Maintenance, Parks and Housing Departments; and is responsible for all clerical, record keeping and administrative duties to maintain the above description.

Duties: *(The duties described hereunder are to be representative of the position and are not to be considered as all-inclusive.)*

Provides coordination of the Construction Division heavy Equipment Operators and Truck Drivers and supervision of the Dispatch staff. This includes planning, scheduling and coordinating the daily assignments as well as resolving any associated problems.

Issues POs for a variety of goods and services as required by various corporate departments and assists in making the arrangements for and delivery of these goods and services.

Under the general direction of a supervisor, and in consultation with the Purchasing Department, develops and maintains consistency in the application of corporate standards, procedures and policies for the acquisition of goods and services.

Liaises with a broad range of internal and external contacts including all Metro Vancouver departments, municipalities, contractors, consultants, suppliers, regulatory agencies, utility companies and the public as necessary.

Under the broad direction of a supervisor, administers the provisions of tender documents that have been developed for Standing Offer Agreements (SOA).

Assists the Purchasing Department in establishing SOA with contractors as required to meet the needs of the Dispatch office and the user group.

Performs a variety of office duties such as filing, records management and entry of procurement information for POs and Purchasing Cards into the PeopleSoft system.

Trains and develops employees by:

- Providing staff with: orientation to the workplace; on the job training in the use of the Peoplesoft system as it related to Dispatch Office activities; and knowledge of current purchasing and construction practices, procedures and policies.
- Ensuring all required safety training is up to date; identifying and coordinating any additional training that may be required; and encouraging and supporting staff to pursue additional related training courses/seminars (both internal and external).

- Providing the opportunity for staff members to gain work experience on alternate equipment and work activities and recommending career development paths.

Undertakes additional training related to the duties of the position.

Assures best purchasing and construction practices are used to minimize impact to the environment.

Ensures all work carried out by subordinates adheres to, and is in compliance with, all Corporate, Departmental and Divisional safety policies/procedures including WorkSafe BC regulations and advises supervisor of operational functions that require review.

Manages the Dispatch Office duties in accordance with the Dispatch Office Emergency Plan when required.

Maintains, distributes and reconciles petty cash.

Acts in the capacity of immediate supervisor as required.

Requirements:

Secondary school graduation or equivalent training and experience supplemented by courses related to purchasing, record keeping and supervisory skills.

A minimum of six years experience related to construction equipment management, construction coordination and materials acquisition.

Demonstrated ability to plan, schedule, direct and supervise a small diversified group skilled and semi-skilled staff.

Ability to work unsupervised for extended periods.

Proficient in the use of computer software such as the MS Office suite of products, PeopleSoft purchasing systems and related software.

Sound knowledge of construction and maintenance practices.

Ability to communicate effectively, both verbally and in writing.

Sound knowledge of GVRD corporate contracting, purchasing and safety policies.

Working knowledge of contract law.

Strong interpersonal skills and a proven commitment to working well as a team member.

Ability to establish and maintain effective working relationships with a variety of internal and external contacts such as corporate departments, member municipalities, private industries and their respective personnel, and the public.

Working knowledge of the Corporate, Departmental and Divisional safety programs, procedures and practices in construction work sites along with WorkSafe BC regulations.