



HAMILTON POLICE SERVICE
Career Opportunity:
SUPERVISOR OF PROCUREMENT, STORES AND GRAPHICS
– Temporary Full-Time

| | | | |
|-----------------------------|---|------------------------|-----------------------------------|
| Posting # | #2025-033 | JJR# | 157 |
| Job Title | Supervisor of Procurement, Stores and Graphics | Civilian/Sworn | Civilian |
| Status | Temporary Full Time (Up to 12 months) | Department/Unit | Fleet, Facilities and Procurement |
| Salary Grade | Schedule 13E | Hiring Rate | \$51.998 |
| Salary Range | \$51.998 to \$61.174 per hour (as of January 1, 2024) | | |
| Posting Date | April 14 , 2025 | Closing Date | April 28, 2025 |
| Primary Job Location | 155 King William Street, Hamilton, ON | | |
| Hours of Work | 8:30–4:30 typically, Monday to Friday; providing on-call support as needed. Scheduled start date as soon as possible. | | |

SUMMARY

About HPS

HPS patrols 1.113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as professional development, emergency response, crime prevention, fleet, facilities, IT, Records and HR. HPS is committed to the highest standards of integrity and professionalism in all its divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

Position Summary:

Reporting to the Director of Fleet, Facilities and Procurement, the Supervisor of Procurement, Stores and Graphics will oversee the day-to-day operation of the Uniform, Stores and Graphics branches. As well, the position will be responsible for recommending procurement policies and procedures and the establishment and management of contracts for the supply and delivery of goods and services for the Hamilton Police Service (HPS).

The Supervisor is accountable for maintaining the integrity of the public procurement process as outlined in the City of Hamilton (COH) Purchasing Policy By-Law and for ensuring all competitive processes are conducted in an open, fair and transparent manner.

Duties include, but not limited to;

- Draft policies and procedures for the procurement of all goods and services for approval of the Director.
- Responsible for the operation of the Uniform, Stores and Graphics Branches.
- Effectively communicate procurement policies and procedures to HPS members and interpret said policies and procedures as necessary. Is the subject matter expert for the procurement of goods and services for the HPS.
- Assist the Director in preparation, implementation and monitor the annual and multi-year Uniform, Stores and Graphics Branch budgets, using previous consumption levels, current/future prices and anticipated requirements. Provide input for the Facilities and Fleet budgets, per contract pricing.
- Coordinate all activities required for the procurement of good and services and establishment of contracts for the HPS ensuring compliance with COH Procurement Policy By-Law, HPS Procurement Policy and all other applicable laws, policies and procedures.
- Strategically implement the use of COH Corporate contracts, Vendor of Record and Police Cooperative Purchasing Group contracts to maximize buying power and minimize inefficiencies. Participate and represent the interest of the HPS for all corporate and co-operative contracts.
- Responsible for the effective management, planning and coordination of the operation of the Uniform and Stores Branch and for the procurement of all uniform and stores items. Prepare and submit electronic purchase orders using the SMS Inventory system or vendor online ordering systems.
- Responsible for the effective management, planning and coordination of the operation of Graphics Branch and overseeing the procurement of printing services for HPS.
- Research Market sources, current trends and vendors to locate and ensure the most cost effective and competitive pricing for the procurement of goods and services.
- Prepare all internal purchase order requisitions for the Uniform, Stores and Graphics branches. Assist HPS branches with the preparation of internal purchase order requisitions and sign off on all requisitions for compliance to procurement policies. Via Purchasing software review and update open purchase order commitments for all HPS branches.
- Process and approve Uniform, Stores and Graphics invoices using the financial software. Investigate and assist HPS branches, COH accounts payable and vendors with invoicing issues.
- Chair the Equipment Advisory Committee and actively participate in the Police Cooperative Purchasing Group, as well as any other tasks groups as required.
- Maintain a current database of approved uniform and equipment issues by branch. Coordinate and monitor the issuance, exchange and tracking of uniform clothing and

equipment to HPS members, including but not limited to new recruits, officers, special constables, cadets and auxiliary members.

- Research and recommend new and improved uniform and equipment based on officer feedback, equipment trials and best practices. Network with other Police Services regarding common uniform and equipment issues.
- Approve corporate contract on-line office supply orders for the Uniform, Stores and Graphics branch.
- Maintain the Asset Tracking System (ATS) for all serialized equipment and coordinate the replacement of member expired equipment.
- Via Niche software track naloxone doses administered by HPS members and report quarterly to the Ministry of Health and Long Term Care.
- Maintain records of all transactions made with the Corporate Purchasing Card, as well as maintain a petty cash float for the Branches.
- Represent HPS at meeting with other COH departments, vendor community, other Police Services and public agencies.
- Provide input for and/or write Board reports.
- Oversee the Chubb AFX building access card system and provide backup during absences.
- Perform other duties, as assigned, which are related to the major responsibilities of the job.

Supervisory Responsibilities:

Currently supervises 5 (five) staff positions in the Stores and Graphics Branches, including completing performance appraisals and developing goals for the upcoming year. Assist the Director with the hiring of staff, training of new employees and by providing technical guidance and direction.

Working Conditions:

Majority of time is spent in an office environment in a secure area of the Hamilton Police Headquarters and other facilities. There will be a need to frequently visit the warehouse.

Physical & Sensory Demands/Dexterity:

Assignments will involve activities such as reading, writing, keyboarding, talking, listening, sitting, walking, standing and lifting.

Education:

Successful completing of a three (3) or four (4) year University degree in Public and/or Business Administration, Business Law, Finance, Procurement, or a closely related field, plus additional coursework/training in purchasing, inventory and supervision.

Experience:

Minimum five (5) years' experience in purchasing and/or procurement, previous experience with budgeting and accounting; ability to use electronic purchasing/procurements systems. Previous supervisory or management experience is required. Public procurement experience will be considered an asset.

Certifications & Licenses:

Valid Class G Driver's License, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.

A procurement designation would be preferred (e.g. Certified Professional Public Buyer (BPPB), Certified Public Procurement Officer (CPPO), Supply Chain Management Professional (SCMP)).

Skills & Competencies:



- Provide strong leadership and direction; clearly defining objectives, motivating employees to accomplish departmental responsibilities, and promoting a collaborative working environment.
- Develop effective and cooperative working relationships with client departments, peers and vendors.
- Communicate effectively verbally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- High level of technical proficiency and self-sufficiency with Microsoft Office, including advanced Word and Excel and inventory management systems.
- Working knowledge of related business practices, including principles of accounting, budgeting, and statistics as they relate to purchasing and procurement activities.
- Comprehensive knowledge of laws, policies, and procedures governing public procurement along with knowledge of contract law.

INTERESTED IN THE POSITION?

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **April 28, 2025**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

In accordance with the Ontario Human Rights Code (OHRC) should you require an accommodation at any time during the recruitment and selection process we encourage you to notify the Human Resources @ recruiting@hamiltonpolice.ca

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.

At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.