

SENIOR PROCUREMENT SPECIALIST

EXEMPT OR UNION: Union**SALARY LEVEL:** Band 21 (Under Review)**LOCATION:** Field Road**APPROVED BY:** Manager, Purchasing & Risk**DEPARTMENT:** Corporate Services**DIVISION:** Purchasing & Risk Management**SUPERVISOR:** Manager, Purchasing & Risk Mngt**UPDATED:** July 2026*Replaces: New*

SUMMARY: Under the general direction of the Manager, Purchasing and Risk Management, the Senior Procurement Specialist, leads competitive procurement processes mostly related to infrastructure, construction, engineering consulting, and capital projects for the Regional District. The Senior Procurement Specialist manages procurement files of moderate to high complexity and provides senior technical guidance on procurement strategies, practices, and contract documentation.

KEY RESPONSIBILITIES *include:*

1. Provides senior procurement expertise for complex projects including determining appropriate procurement strategies, advising departments on procurement approaches, and reviewing procurement documentation to ensure compliance with Regional District policies, trade agreements, and accepted public procurement practices.
2. Leads procurement processes for capital works projects including Invitations to Tender, Requests for Proposals, Requests for Qualifications, and Requests for Information related to construction and engineering services.
3. Leads the development of procurement strategies for projects and works with project managers to develop scopes of work and evaluation criteria.
4. Prepares procurement documentation including tender documents, solicitation packages, addenda, evaluation templates, and construction contract documentation.
5. Supports procurement processes for engineering consulting services, construction contractors, and specialized infrastructure services.
6. Coordinates evaluation committees and facilitates evaluation processes including documentation of evaluation results and award recommendations.
7. Prepares construction contract documents including agreements, supplementary conditions, and procurement documentation in collaboration with project managers and consultants.
8. Ensures procurement activities comply with Regional District policies, trade agreements, bylaws, and applicable legislation.
9. Maintains procurement documentation and records to support transparency, fairness, and audit requirements.
10. Provides advice to departmental staff regarding procurement processes, construction procurement practices, and contract documentation.
11. Coordinates vendor and contractor communications during procurement processes including responding to inquiries and facilitating bidder meetings or site meetings.
12. Supports contract administration for assigned construction, infrastructure, engineering consulting, and capital project contracts, including contract amendments, change documentation, performance concerns, and close-out documentation. Significant legal, policy, or contractual issues

are escalated to the Manager.

13. Provides senior technical guidance and support to procurement staff regarding procurement procedures and construction procurement practices.
14. Assist the Manager, Purchasing and Risk Management with improvements to create efficiencies with procurement procedures, templates, and tools related to procurement.
15. Works collaboratively with other procurement staff to coordinate file assignments, maintain consistent procurement practices.

TYPICAL ACTIVITIES *include:*

1. Leads competitive complex procurement activities related to construction and infrastructure projects including Invitations to Tender, Requests for Proposals, Requests for Qualifications and negotiation processes
2. Works with project managers and consultants to develop procurement documentation and tender packages.
3. Coordinates tender postings, addenda, bidder communications, and site meetings.
4. Resolves complex or contentious contract and service delivery issues relating to assigned construction, infrastructure, engineering consulting, and capital contracts by working with internal departments, contractors, consultants, and the Manager to identify solutions, maintain service performance, and protect the Regional District's contractual and operational interests.
5. Manages evaluation committees and prepares procurement summaries and award documentation.
6. Ensures procurement files contain appropriate documentation including procurement documents, evaluation records, and contract documentation.
7. Administers financial and insurance processes such as performance guarantees, certificates of insurance, bonds, and letters of credit for contracts.
8. Provides training, information and advice to staff to support understanding and compliance with corporate policies, processes and legislation related to procurement.
9. Manages concurrent complex procurement activities and addressing procurement-related issues in collaboration with the Manager and project teams.
10. Manages vendor performance including, monitoring, evaluating and applying corrective measures as required and reporting on performance objectives according to contractual terms and conditions.
11. Supports the development and maintenance of construction procurement procedures, templates, guidance documents, supplementary conditions, and contract administration tools.

EDUCATION, TRAINING AND EXPERIENCE

- Bachelor's degree in business administration, supply chain management, construction management, or related discipline from a recognized post-secondary institution.
- Public procurement, supply chain designation or equivalent from a recognized institution required.
- Minimum of 7 years' experience related to procurement experience including construction procurement and competitive tendering processes.
- An equivalent combination of education and experience may be considered.
- Experience with public sector procurement and trade agreement compliance considered an asset.
- Experience supporting infrastructure or construction projects considered an asset.
- Valid Class 5 BC Drivers Licence

OTHER SKILLS/KNOWLEDGE

- Proficient in public procurement practices including competitive bidding and contract documentation.
- Knowledge of procurement practices related to construction and infrastructure projects.
- Expertise in MMCD and CCDC construction procurement processes including tendering and contractor selection.
- Extensive knowledge of trade agreements and public procurement requirements.
- Knowledge of the distinction between procurement administration, contract administration, insurance-document administration.
- Expertise in Enterprise Resource Planning (ERP) systems.
- Strong organizational and communication skills with the ability to work collaboratively with internal stakeholders, consultants, and contractors.
- Ability to manage multiple procurement projects and meet deadlines.
- Ability to research, compile, and analyze procurement information.
- Proficient with Microsoft Office software programs and enterprise resource planning systems.