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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Technical

**Class Series:** Purchasing

**Grid:** SD27

**Class Title:** Buyer

### **I. Level Definition**

Positions at this level purchase a variety of equipment, supplies and services by selecting suppliers, negotiating price and delivery dates and approving purchase orders.

### **II. Typical Duties**

1. Reviews requisitions and consults with departments regarding requirements such as specifications, quantity, quality, costs and delivery dates; recommends substitutes to improve delivery and/or costs.
2. Contacts suppliers for information such as price, delivery dates and taxes; selects suppliers, negotiates prices and delivery dates and places orders for a variety of equipment, supplies and services; maintains related files and records.
3. Prepares specifications and conditions for the formal tendering of equipment, supplies and services; solicits and analyzes quotations from vendors and negotiates supply and service contracts.
4. Carries out follow-up activities such as monitoring delivery dates, resolving shipping problems and expediting late deliveries.
5. Contacts and maintains sources of supply and interviews suppliers' representatives; evaluates and provides information on supplier performance as required.
6. Arranges for the disposal of obsolete equipment and/or surplus supplies as required.
7. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, supplemented by recognized purchasing courses, plus five years' recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.