

Job Description

Job Title Procurement Specialist 2 (4 Openings)

Job ID 85497

Location Various

Full/Part Time Full-Time

Regular/Temporary Regular

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Application Deadline

Opening

MTA Metro-North Railroad is a dynamic organization, operating out of the jewel of New York City, Grand Central Terminal. We provide service to over 82 million customers annually, traveling in and out of New York and Connecticut. A subsidiary of the Metropolitan Transportation Authority, Metro-North Railroad is the busiest commuter railroad in the nation. MTA Metro-North Railroad strives to provide a safe commute, great service to its customers and rewarding opportunities to its employees.

Responsibilities

The objective of this position is to assist the Manager in support of the Capital/Non-Operations Procurement subgroup by providing Metro-North Railroad with the management of material, miscellaneous and professional services, engineering, construction, IT, maintenance and corporate service contracts in a timely and efficient manner.

Duties to include:

Administration and maintenance of high volume of on-going contracts.

Represent Metro-North at project meetings and has the ability to deal effectively with proper decision-making levels, both within and outside Metro-North.

Make decisions exercising independent judgment requiring immediate solutions.

Responsible for Metro-North's contractual and business interests.

Clarifies contract terms, conditions and intent for all contractual parties as well as our internal customers.

Ensures Metro-North, contractors and subcontractors comply with all contractual terms and conditions.

Negotiates change orders and evaluates contractor and vendor claims and submits for approval.

Institute, negotiate, document and execute any Railroad claim against a contractor.

Develop and maintain necessary contract files such as certified payrolls, monthly submissions, change order requests, liquidated damage and other files as necessary.

Interface with: Capital Programs, IT, GCT, HR, Mktg., Planning and Business Development.

All other related work.

Actively seek joint procurement initiatives with all MTA agencies to improve efficiency, effectiveness and service quality while offering potential for recurring financial benefits.

Participate in requirements planning, strategic procurement planning and development and coordinating with material planners and internal customers on material needs to meet production schedules in order to reduce no-stocks, material costs and overall maintenance program completion times.

Perform pro-active analysis in support of MNR's Strategic Procurement Initiative that include market surveys to verify option pricing, use of indices and market trends to justify price increases or decreases and vendor interviews to validate market observations.

Evaluate bids and quotations for responsiveness and responsibility in accordance with MNR's Operating Procedures and the MTA All-Agency Procurement and All-Agency Responsibility Guidelines.

Coordinate and Chair Consultant Selection Committee for operating procurement. Negotiate terms, conditions and costs as applicable and as required. Prepare final justification and recommendation for award.

Performs cost/price analysis of various proposals and bids, evaluates proposals and bids for responsiveness and responsibility, coordinates selection activities and recommends award of contracts.

Provides support and assistance in the training of junior staff.

Qualifications

Required Qualifications:

Working knowledge of products and materials, procurement principles, terms and conditions and contract law.

Ability to learn public sector purchasing (i.e. MTA Agency, NYS, NYC) and governmental regulations (FAR, FTA) and NYS contracting provisions.

Strong ability to evaluate contract terms and conditions.

Knowledge of procurement and accounting principles.

Detail oriented and strong organizational skills.

Strong analytical skills.

Strong oral, written and communication skills.

Strong ability to interact with internal and external customers.

Knowledge of Microsoft Office Suite and/or comparable applications.

Negotiation skills including planning and implementing negotiation strategies.

Strong ability to manage multiple service contract requests and a large volume of contracts on an on-going basis.

Preferred Qualifications:

Familiarity with Capital/Non-Operation public work and service contracts i.e. construction, engineering, design, equipment and building maintenance, educational, inspection, IT and planning.

Familiarity with PeopleSoft systems inventory/purchasing modules and MNR Asset Management System.

In-depth knowledge of MNR policies and procedures.

Familiarity with MTA All-Agency Procurement Guidelines.

Working knowledge of an internal procurement system.

Professional certification in procurement CPPB/CPM/CPIM desirable.

Required Education:

B.S./B.A. Business Administration, Finance, Accounting, Management, Transportation, Public Administration or an associated field with specialized procurement/contract administration training. Demonstrated equivalent experience, education and/or technical credentials may be considered in lieu of degree.

Required Experience:

Minimum three (3) years of progressive business experience in the area of design and engineering,

construction, procurement of goods and services and contract administration with a strong emphasis on the solicitation, negotiation and award of contracts.

Rate of Pay

The wage progression scale is as follows: 70%>75%>80%>85%>90%>95%>100%.

The new hire full rate of pay is \$38.14 per hour.

Additionally, with the exception of employees hired at the 70% rate, new employees will be required to work 24 months at the progression level at which they are hired after which they can progress through the wage progression at the normal rate.

The incumbent (only employees currently in the Procurement department seeking a different position) full rate of pay is \$42.63 per hour.

Seniority

New employees will establish seniority in the Transportation Communications Union (TCU) in accordance with the Union's current Collective Bargaining Agreement applicable to Procurement and Material Management Department positions.

Selection Criteria

To be selected for a position, an applicant must: (1) meet the minimum requirements in the job posting, (2) pass a written examination (if applicable), (3) satisfy a background investigation (which includes credit, if applicable), and (4) pass an oral interview, during which the interviewers will further evaluate the applicant's qualifications for the position. Because the selection process is competitive, not all qualified applicants are granted an interview. Metro-North may also require the applicant to undergo a physical ability test, and, if the Company extends a conditional offer, may require him or her to undergo a medical examination, which may include toxicological testing.

For applicants who are current employees, you must be in active service and have worked in your present position for at least one (1) year to be eligible to apply for a posted position, and have completed the agreed upon formal training commitment, plus on-the-job training, if applicable (for example: Signal Trainee, Foreman-In-Training, etc.) in order to be eligible to transfer. If you are transferred, you may be required to forfeit your seniority in your present occupation. In addition, Metro-North employees are subjected to an internal investigation, which includes an evaluation of their safety and discipline records and their performance assessments.

As an employee of Metro-North Railroad you may be required to complete a New York State financial disclosure statement, if you earn more than \$91,821.00 or if you hold a position designated as a policy maker.

We offer a competitive salary and a comprehensive benefits package. If interested, please apply online at www.mta.info

How To Apply

Qualified applicants can submit an online application by clicking on the 'APPLY NOW' button from either the CAREERS page or from the JOB DESCRIPTION page.

If you have previously applied on line for other positions, enter your User Name and Password. If it is your first registration, click on the [CLICK HERE TO REGISTER](#) hyperlink and enter a User Name and Password; then click on the REGISTER button.

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