

Job Title: Procurement Supervisor

Department: Operations

Reports To: Energy & Operations Manager

Location: Hibbing, MN

FLSA Status: Exempt

Job Type: Full-Time

Drug & Alcohol Policy Classification: Non-mandate

Salary Range: \$70,000-\$95,000 per year, depending on experience and qualifications.

Position Summary:

The Procurement Supervisor oversees the sourcing, purchasing, and inventory management of materials, equipment, and services required for utility operations. This role ensures procurement activities comply with applicable regulations, internal policies, and budgetary guidelines, while supporting operational continuity across departments such as Transportation, Facilities, and Warehouse.

Key Responsibilities:

- Supervise daily procurement activities, including issuing purchase orders, bidding, and contract negotiations.
- Coordinate procurement of goods and services to support utility operations (e.g., infrastructure projects, maintenance materials, fleet services).
- Ensure compliance with local, state, and federal procurement regulations, as well as internal policies.
- Evaluate and select suppliers based on cost, quality, and reliability; maintain positive vendor relationships.
- Lead a team of Facilities, Warehouse and Transportation staff.
- Monitor team performance, provide feedback, and ensure adherence to procurement best practices.
- Coordinate with utility departments to forecast material and equipment needs.
- Develop, review, and manage contracts for goods and services.
- Ensure timely renewals, performance tracking, and resolution of vendor issues.
- Collaborate with legal and compliance departments as needed on contract terms and risk mitigation.
- Collaborate with the warehouse to ensure proper inventory levels and minimize stock-outs.
- Track and report procurement KPIs, cost savings, and budget adherence.
- Identify and implement cost reduction strategies through improved sourcing, negotiation, and vendor consolidation.
- Use and maintain procurement software or systems (e.g., Oracle, SAP).
- Ensure procurement data integrity, recordkeeping, and audit readiness.
- Assist in the digital transformation or modernization of procurement processes, as applicable.
- Ensure all procurement activities comply with Minnesota Statutes, Minnesota Administrative Rules, and the State's Procurement Policy and Procedures Manual.
- Oversee competitive bidding processes in accordance with MN public buying requirements, including sealed bids, RFPs, quotes, and cooperative purchasing.

- Review and approve solicitations, specifications, and contracts to ensure compliance with state rules and transparency standards.
- Maintain documentation required for audits under MN public purchasing guidelines.
- Manage the disposition of surplus property in accordance with Minnesota surplus property statutes.
- Coordinate, schedule, and facilitate public auctions, online auctions, or other approved sale methods.
- Ensure proper advertising, public notification, and documentation of auction activities.
- Work with auction vendors, internal departments, and the public to ensure fair and compliant sale processes.

Qualifications:

- Bachelor's degree in Business Administration, Supply Chain Management, Finance, or a related field.
- 4–6 years of progressively responsible experience in procurement or supply chain management, preferably in a utility or public sector environment.
- Strong knowledge of public sector or utility procurement laws and procedures.
- Excellent negotiation, analytical, and contract management skills.
- Familiarity with capital projects and utility operations' needs (e.g., construction, infrastructure, field services).
- Strong communication, organization, and leadership abilities.
- Proficiency in procurement and financial software systems.

Preferred Qualifications:

- Experience in municipal or publicly owned utility systems.
- Experience coordinating large-scale infrastructure or capital improvement project purchases.
- Certified Professional Public Buyer (CPPB)
- Certified Public Procurement Officer (CPPO)
- Certified Supply Chain Professional (CSCP) or similar

Working Conditions:

- Primarily office-based with occasional visits to warehouses, job sites, or vendor facilities.
- May require occasional travel for vendor meetings, site visits, or emergency procurement.
- Physical Requirements:
 - Sitting 60%, Standing 20%, Walking 20%, Lifting up to 25 lbs

Benefits:

- Competitive salary
- Retirement through Public Employee Retirement Association (PERA)
- 457(b) with Employer match
- Comprehensive medical, dental, and vision insurance

- Life insurance
- Employee assistance program (EAP)
- Generous paid time off (vacation and sick leave)
- Paid holidays

To Apply:

Send resume and cover letter to applicants@hpuc.com