

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

Construction Contract Administrator

Permanent, Full-time Position

Salary: \$98,467.00 to \$123,094.00 based on a 40-hour work week.

Reporting to the Manager of Infrastructure, you will be responsible for the administration and oversight of complex transportation maintenance and capital construction projects to measure conformity to standards and specifications. You will also assist with other road operations and maintenance tasks including ditching and drainage systems, culvert and ditch profiles, pavement markings, signage, etc. You will assist with preparing engineering and construction specifications, tenders and request for proposals/quotations. You may also be involved in various studies and investigations for roads, bridges, cycling and traffic safety, and receive, investigate and respond to public requests and inquiries.

Duties & responsibilities:

- You will be responsible for the implementation, management, and oversight of complex road and bridge construction projects throughout the County;
- You will attend pre-bid and pre-construction meetings with contractors to explain projects, arrange for and monitor the quality assurance testing of all materials, and measure and verify quantities for progress and final payments;
- You will maintain project files, daily/weekly progress reports, and monthly summaries as well as recommend payment of contractor pay requests;
- You will review change order requests, provide supporting documentation to the Manager for justification/approval of change orders and assist with change order negotiations;
- You will coordinate and communicate with the general public, consultants, utilities, member municipalities, the County, and other government agencies as well as address public complaints;
- You will review as-built drawings upon completion of projects for accuracy;
- You will assist in pavement condition surveys of County roads and development of maintenance and rehabilitation strategies; and,
- You will assist with preparation of engineering and construction specifications, tenders, and request for proposals/quotations for construction projects.

Qualifications & skills:

- You are a graduate of a civil engineering technician program or have an equivalent combination of education and experience
- You have a minimum of 10 years of experience in road and bridge related construction
- Knowledge of civil engineering principles and practices including design, construction and inspection as applied to complex projects; principles of hydrology, hydraulics, strength of materials, principles of traffic, transportation, highway engineering and design
- Proficiency with computer software applications including Microsoft Office Suite
- Proficiency with ESRI (including City Works), ArcGIS suite of software, and AutoCAD Civil 3D considered an asset
- A team player with excellent customer service and interpersonal skills

- Strong organizational skills, detail orientated with the ability to manage multiple assignments in order to meet deadlines in a very demanding environment
- Excellent communication skills with the ability to communicate with all levels of staff, contractors and the general public
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Knowledge of the Occupational Health & Safety Act and the regulations that apply including traffic control, WHMIS and First Aid
- Ability to work independently and in a team environment.
- A valid Class G driver's license with a clean abstract is required.

How to Apply:

A 3-year uncertified driver's record obtained from Service Ontario must be submitted with your resume. **Resumes submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Monday, April 1, 2024**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.