

## Contract Administrator – Capital Projects

Reporting to Supervisor, Infrastructure Design and Construction, the Contract Administrator is responsible for providing Contract Administration and field support for the Infrastructure and Asset Management section including the support of internal processes to ensure project efficiencies, contract performance, cost management and compliance with legislative requirements.

### Job Duties Include

The following responsibilities and duties of this position includes but is not limited to:

- Manages and administers complex Engineering Capital projects to ensure completion on schedule and within the approved budget allocation.
- Ensures contractor compliance with approved drawings, standards, specifications and Occupational Health & Safety Standards and Ontario Building Code.
- Reviews and verifies consultant/contractor invoices and change orders are accurate, ensuring contractual obligations are met and construction is satisfactorily complete.
- Coordinates inspections with Capital Projects Inspector for deficiencies at time of substantial completion and follows up with contractors to ensure deficiencies are resolved in a timely manner.
- Coordinates and approves design changes, provides project status updates through regular consultation with staff to ensure that all parties are up to date on any changes to projects or problems that develop during construction.
- Responds to customer concerns by resolving conflicts and facilitating the negotiation of solutions in person, by phone and by e-mail.
- Verifies accuracy of quantities for work completed and prepares payment certificates and approves change orders for capital projects.

### Qualifications/Skills

- **Education and Experience:** College Diploma in Civil Engineering with a minimum of 5 years progressively responsible experience in contract administration and or a combination of training, education and experience deemed equivalent.
- **Designation:** Certified Engineering Technologist (C.E.T) designation from OACETT.
- **Technical Skills:** Strong technical knowledge of municipal capital projects. Ability to provide direction to consultants and contractors as it relates to Town of Ajax standards and design criteria. Excellent research and analytical skills, numerical skills, data analysis, design calculations and cost evaluation skills.
- **Legislation:** Strong working knowledge of the Occupational Health & Safety Act, Highway Traffic Highway Act and the New Construction Act.
- **Communication Skills:** Excellent communication (written, verbal, report writing and presentation skills. Exceptional interpersonal and customer service skills. Ability to resolve conflicts and facilitate negotiations with contractors.
- **Administration:** Excellent ability to plan, coordinate and organize various aspects of complex capital projects with competing priorities. Proven ability to work with minimum supervision.
- **Other Related Requirements:** Strong computer skills relating to Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), AutoCAD, Civil 3D. Valid Ontario Class G Driver's

License with a clear driver's abstract. Ability to provide a current Criminal Record Check that is satisfactory to the Town, upon being hired.

### **Nice to Have**

- Certification and or training in Health and Safety (i.e., confined space, trenching, specific training related to construction projects) is considered an asset.
- Licensed by Professional Engineers Ontario as a Professional Engineer (P. Eng)/ Certified considered an asset.
- Project Management Professional (PMP) designation considered an asset.

### **What is offered to staff**

- Rate of Pay: \$87,547 - \$92,768 per year
- Hours of Work: This is a unionized position that works a 40-hour work week. The hours of work are Monday to Friday from 7:30 a.m. to 4:00 p.m. and are in accordance with Schedule A of the Collective Agreement.

### **How to Apply**

To apply for this exciting opportunity, please go to the Town of Ajax website at [www.ajax.ca/careers](http://www.ajax.ca/careers). The closing date for this position is **11:59 p.m. on March 28, 2024**.

### **Equal Opportunity Employer**

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.