POSITION: Contract Administrator Design & Construction

DEPARTMENT: Capital Works

SUPERVISOR’S POSITION: Project Leader/Senior Project Leader

CURRENT JOB RATING: 4S

POSITION SUMMARY:

This position is responsible for final tender preparation and contract administration for Capital Works Projects including roads, bridges, sewers, buildings, parks, parking lots and park amenities.

DUTIES AND RESPONSIBILITIES:

1. Completes quantity take-offs and reviews drawings and quantity schedules prepared by the designer for clarity.
2. Reviews drawings from consultants, Region, other departments and Utilities, for clarity and completeness and submits required changes.
3. Prepares tender documents, including tender advertisements for Capital Works Projects.
4. During tender preparation, must inspect site for unusual conditions and include provisions to accommodate in the tender document.
5. Attends tender openings, recording bid securities.
6. Review submitted tenders for arithmetic extensions and correctly executed bonding, analyses bids to ensure properly balances pricing and check references, etc. May prepare reports to Council with a recommendation on the preferred tender.
7. Prepares payment certificates, change work orders, purchase orders, etc.
8. On smaller projects, provides project management from planning stage through design and construction to final acceptance, including responsibility for budgets, cost control and scheduling.
9. Attends site meetings and visits site on a regular basis.
10. Approves and/or initiates changes of a minor consequence on projects and recommends solutions to more serious field problems to Supervisor.
11. Monitors cost of construction in the field and monitors tender quantities with Supervisor and Field Services staff. Recommends partial payment when appropriate.
12. Co-ordinates with Utilities, Region and other City departments during construction.
13. May carry out and/or assist with design and drawing preparation.
14. Implements special conditions of HRCA, pipeline companies, MTO, 407, Hydro One, etc.
15. May participate on various committees, such as Standard Documents, etc.
16. Uses specialized computer programs utilized in this function (i.e. ETN’s PWMS)
17. Obtains permits and clearances.
18. May participate in consultant selection.
19. May prepare Architectural/Building tender packages.
20. May prepare and participate in Open Houses and Public Meetings and Environmental Assessments for assigned projects

POSITION SPECIFICATIONS:

**Education:** 3 year community college diploma in civil engineering.

**Experience:** 5 years experience co-ordinating capital works projects.

**Work Environment:** Primarily an office job, but regular site visits required.

**Supervision:**
- **Supervision Given:** Monitors and works with additional staff during the lifecycle of projects, including field services technicians. Assists in the direction of the work of contractors, consultants, material-testing companies and utility companies on construction projects as well as the work of other departments' staff.

**Time Pressures:** Often has peak period demands that are very high. Urgency is required to deal with some situations. Failure to meet deadlines causes embarrassment to the Municipality, at the department and at political levels, inconvenience to public and additional costs. Tender deadlines are critical for meeting construction targets.

**Responsibility:**
- **Supervision Received:** Results subject to only occasional review by supervisor. Works on smaller capital projects with minimal direct supervision.
- **Errors:** Errors are serious, causing a great loss of time, or causing embarrassment at the political level. Work has wide-ranging impact on the municipality, and errors reflect that. Can cause significant over expenditures if tender quantities are underestimated, or if quality of materials are not appropriate for the nature of the project.

**Interpersonal Contacts:**
- **Purpose:** Contacts with other sections, departments and external parties, including Council, the media, the public, contractors and consultants for the purpose of delivering capital projects. The use of tact to maintain good communication and co-operation is essential. General complaints a regular part of the job with more difficult contacts occasionally. Checks the work of consultants and contractors. Contacts involve discussions with property owners affected by construction. Requires tact and diplomacy.

**Ingenuity:** Requires the ability to make decisions based on standard policy and procedures and to work independently within the limits of Corporate Policy. Recommends Corporate Policy with regard to City specifications, project procedures and for acceptance of new materials. Encouraged to find alternate procedures, materials and manner in which to carry out projects. Makes decisions with reference to Supervisor, except when changes to normal practice or when a reporting relationship with Council is involved. Observes trade practices and legal policies.

**Physical Demands:** May spend long hours in front of a computer screen.
Employee Representative:

Management Representative:

Date: June 2, 2003