



## The Corporation of the City Of Brantford Engineering Services

requires

### Contract Administrator Job ID #2085

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200km of the City of Brantford city limits). The City is committed to the professional development of our staff and invite you to come, grow with us!

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Reporting to the Supervisor of Contract Administration, the Contract Administrator is a part of a dynamic team of professionals, is primarily responsible for the contract administration of small to large complex municipal infrastructure of in-house capital linear projects and services procured through consultants. The Contract Administrator is expected to develop and manage request for proposals/quotes, service contracts, tender contract documents, cost estimates, and contract administration inclusive of site meetings, preparation of payment certificates, and liaison with consultants, contractors and residents throughout the duration of the capital projects. Other responsibilities include facilitation of the Brantford Utility Coordination Committee, review utility design submitted for Municipal Consent and provide conditions for approval, communication and coordination with regulatory authorities, and other duties as assigned.

#### QUALIFICATIONS

- A three (3) year community college diploma as a Civil Engineering Technologist or equivalent education
- Three (3) years of progressive experience in project management, contract administration and coordination of linear municipal infrastructure
- Working knowledge and practical experience of municipal engineering design and associated engineering standards and procedures
- Membership in OACETT as a Certified Engineering Technologist (CET). (Eligibility for certification may be considered).
- Project Management Professional (PMP) designation would be considered an asset
- Sound knowledge of AutoCAD Civil 3D, Microsoft Office and GIS applications.
- Familiar with the Ontario Health and Safety Act , (OHSA), Ontario Provincial Standards, Specifications & Drawings (OPSS, OPSD), Transportation Association of Canada (TAC) and local and provincial legislation, policies and regulations
- Strong project management skills, with the ability to manage multiple and changing demands and priorities
- Strong verbal, written and interpersonal skills are essential to function effectively in a team environment and independently
- A valid Class G license in good standing with access to a personal vehicle

**WAGE/SALARY RANGE:** \$40.46 to \$43.04 per hour (35 hours per week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://www.brantford.ca/en/your-government/careers.aspx> and click on **Current Opportunities**.

Closing date for applications: **Thursday, May 23, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted. Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.