



## The Corporation of the City Of Brantford Engineering Services

requires

### Supervisor of Contract Administration Job ID #2105

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 Manager of Construction, the Supervisor of Contract Administration is responsible for leading a team of survey and contract administrators of municipal infrastructure, asphalt, parks, stormwater and bridge projects. Delivery of this portion of the program includes the supervision of full-time Union Contract Administrators, Survey Technicians and CADD Operators. Duties include but are not limited to:

- Provide leadership and guidance to staff related to contract administration, construction and site supervision of small and large complex linear capital projects
- Assist in the development of project schedule, cost management, research and strategies of new technologies related to project delivery
- Provide guidance and recommendations in negotiations with contractors and consultants related to project schedule, costs, claims, contract change orders and all documents and site related issues
- Assists in the preparation and interpretation of construction procurement documents, Request for Proposal (RFP), Request for Tender (RFT), Request for Quotes (RFQ), review of records, documents, reports and drawings and risk management to deliver quality projects within budget and schedule
- Other duties as assigned

#### QUALIFICATIONS

- Possess a three (3) year community college diploma or degree in Civil Engineering or a related field
- Eligible for a Certified Engineering Technologist (CET) or Professional Engineer (P. Eng.), Project Management Professional (PMP) designation considered an asset
- Must have five (5) years of demonstrated progressive experience in the field of design, contract administration and inspection of linear municipal infrastructure projects
- Experience with the Highway Traffic Act, Construction Act, Occupational Health and Safety Act, Ontario Provincial Standards and Specifications, Ministry of the Environment, Conservation and Parks (MECP), Work Zone Safety and other applicable legislations and specifications
- Excellent interpersonal skills, communication with the public, Council, contractors and City Staff and demonstrated ability to build and maintain relationships with the public, contractors, consultants and city staff
- Knowledgeable with MS Office, MS Project, AutoCAD Civil 3D, GIS systems and activity management systems
- Supervisory experience and the ability to provide technical expertise in the planning, budgets, design, tender process, contract administration and construction through to completion that meets a high level of service and reflective of the City's standards and policies
- Must possess a valid Ontario Class G Driver's License in good standing during the course of employment

**WAGE/SALARY RANGE:** \$46.44 to \$58.05 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, June 13, 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.