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Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### **Administrator, Construction Projects**

**Employment Type:** Permanent, Full Time

**Location:** Aurora, Ontario

**Full Salary Range:** \$93,491.95 to \$116,864.93

**Target Hiring Range:** \$93,491.95 to \$102,841.14

**Closing Deadline:** April 22, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

#### **Position Summary**

Reporting to the Municipal Engineer, this position is responsible for the day-to-day field supervision of the construction and installation of Municipal Engineering Services for Town initiated and/or developer-controlled projects. Responsibilities for this role include but are not limited to contract administration, site service inspections, management of testing programs (i.e., soils/asphalt/pressure/leakage), verifying and recommending progress payment/change order/Letter of Credit reduction requests, coordination of site preparation work (including survey work and associated design) and responding to and/or resolving construction related matters.

#### **Responsibilities**

- Performs contract supervision and administration, including attending site meetings, performing general site inspections, preparing recommendations with respect to contract changes for extra costs, verifies progress payment and/or Letter of Credit reduction requests, etc.
- Conducts surveys to obtain pre-engineering, construction and "as-constructed" detail on Capital works projects, including providing vertical and horizontal control and street line-related information to maintenance operation.
- Conducts preliminary review and provides comments on subdivision and site plans; and reviews lot grading plans, including follow-up inspections for interim and final certifications.
- Provides drafting services to the Engineering and Capital Delivery division; and assists with street and urban servicing design.
- Conducts monitoring, analysis and inspections of soils and asphalt as required to ensure compliance with Town standards; resolves and/or refers as appropriate, deficiency/problem situations.
- Responds to inquiries, resolves/refers problems from the general public, contractors, utilities, etc., related to contracts, agreements, construction, time frame for completion, damage/noise/dirt complaints, etc.
- Recommends the hiring of contractors to perform testing work, street cleaning services, parking lot snow removal, sewer repairs, etc.; monitors their work and processes paperwork for payment to same.
- Maintains various departmental inventories such as survey and inspection equipment, etc.
- Maintains various departmental files and updates training manuals and Town engineering standards files and records; maintains various inventory records of municipal services such as streetlights, culverts, storm outfalls, etc.
- Conducts inspections for compliance with excavation, pool/yard access and utility cuts permit and recommends release of associated security deposits.
- Compiles, analyses and summarizes traffic pattern data for report preparations.

## Qualifications

To be considered for this opportunity you must possess formal academic training in Civil Engineering Technology, accompanied by certification in related construction/inspection/installation courses along with professional accreditation or eligibility for same in the Ontario Association of Certified Engineering Technicians and Technologists (O.A.C.E.T.T.) You will have a minimum five (5) years of experience in survey, inspection and contract administration work related to municipal engineering services installation. You will have thorough working knowledge of construction survey instruments and techniques as well as AutoCAD design. You are able to deal courteously and effectively with staff, utilities, contractors and the general public, using sound communication skills. You demonstrate excellent organizational, project management, report writing, analytical and problem-solving skills. You also have a strong comprehension of applicable Health and Safety regulations and principles, and practical knowledge of the safe operation of related equipment. A valid Class "G" Driver's License in good standing and reliable vehicle to use on corporate business is required.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** and **Driver's Abstract** that are satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.