

Clarington

We're looking for a Supervisor, Contract Administration to join Clarington's Planning & Infrastructure Services team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

About the Role

Vacancy Status: This posting is for an existing vacancy.

Work Model: Hybrid

Reporting to the Manager, Civil Design and Contract Administration, the Supervisor, Contract Administration is responsible for forecasting, managing and implementing the Municipality's Capital Construction Program for the Infrastructure Division in support of Clarington's Strategic Plan. This position provides leadership, mentorship and technical guidance to staff through the pre-construction and construction stages of capital construction projects. This position also manages and administers large-scale construction projects where designs may be completed internally or by third-party consultants and represents the Municipality's interests on projects delivered by external partners.

Key Responsibilities

- Lead, mentor and provide technical guidance to staff, including resource planning, project assignment, training, recruitment support and performance management.
- Plan, manage and monitor the Capital Construction Program, including project prioritization, forecasting, schedules, technical reviews and budget-related issues.
- Review capital construction projects tendered by the Infrastructure team, including road reconstructions, building and facility projects, trails, pavement rehabilitation, park infrastructure, stormwater management and streetlighting projects.
- Implement and manage capital construction projects through in-house contract administration and oversight of contract administration services completed by consultants.

- Manage project timelines, budgets, invoicing, change orders, reviews and permitting from governing authorities, including conservation authorities, the Region of Durham, MECP, MNRF and DFO.
- Coordinate with internal divisions, adjacent municipalities, Regional and Provincial agencies, utilities, contractors, consultants and the public on construction-related matters.
- Ensure condition assessments are performed, data is properly documented and inform priority planning, budgeting, and Clarington's Asset Management Plan.
- Implement project management best practices and process improvements, including project tracking, dashboards, templates, engineering design guidelines and standard drawings.
- Prepare or contribute to Council reports, memos, public information materials, tender and proposal documents, grant applications and financial/status reporting.

What you bring

- Post-secondary diploma in Engineering Technology or a related discipline and a minimum of three (3) years of progressive experience in construction, project management, asset management and project oversight, including supervisory or leadership experience.
- Accreditation with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Civil Engineering Technologist.
- An equivalent combination of education, training, and directly related experience may be considered to the satisfaction of the Department.
- Strong knowledge of construction, project and asset management, construction means and methods, Federal and Provincial standards and guidelines, Region of Durham standards, Municipality of Clarington standards and by-laws, AODA requirements and best practices.
- Demonstrated leadership skills to coordinate, plan, supervise and direct the work of staff, with knowledge of collective agreement administration and labour relations principles and practices.
- Strong customer service, communication, teamwork, initiative, accountability, adaptability, report-writing and project management skills, with the ability to meet tight deadlines.
- Highly developed interpersonal, negotiation, facilitation and conflict resolution skills, with tact and diplomacy in a political environment.
- Ability to manage a diverse portfolio of concurrent construction projects with varying asset types, scopes and dollar values.
- High proficiency with Microsoft Office, AutoCAD Civil 3D and other relevant engineering design, asset management and mapping software.
- A valid Ontario Driver's License Class "G" with a satisfactory Driver's Abstract and access to reliable transportation.
- Must be legally able to work in Canada.

What we offer

- Salary: Grade 9 (\$127,484 - \$154,958) of the 2026 Non-Affiliated Salary Administration Program.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them.

Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.

- Hours of work: 35 hours per week with the flexibility to attend evening and weekend meetings (on and off site) as required.

Additional Information

- A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.
- Candidates selected for an interview must present a valid Ontario Class G driver's licence for verification and will be required to provide a satisfactory driver's abstract if successful in obtaining the position.
- Pre-employment testing may consist of written and oral assessments.

How to Apply

Applications will be accepted until **September 7, 2026, at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.