



Contract Administrator - Job ID #2669

Job Title	Contract Administrator	Status / Job Type	Permanent Full Time
Commission	Public Works	Department	Engineering Services
Union Affiliation	CUPE 181 (CITY HALL) - FT	Number of Openings	2
Rate of Pay	\$42.92 to \$45.66	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Sep 3, 2026
Existing Vacancy	New Position	Closing Date (4:30 pm)	Sep 24, 2026

Position Summary

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. At the City of Brantford, we strive to reflect our values of Integrity, Collaboration, Continuous Improvement, Respect and Inclusion in everything we do. The City is committed to the professional development of our staff and invite you to come, grow with us!

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 projects including in-house capital linear projects and services procured through consultants. The Contract Administrator is expected to develop and manage requests 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 of utility designs 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 Occupational Health and Safety Act , (OHSA), Ontario Provincial Standards, Specifications & Drawings (OPSS, OPSD), Transportation Association of Canada (TAC) Manual, OTM Book 7 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 both a team environment and independently.
- A valid Class G license in good standing with access to a personal vehicle.

Qualified candidates please attach a detailed .pdf format resume & cover letter

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.