

Job Title:	Contract Administrator
Department:	Infrastructure
Reports To:	Director of Infrastructure
Salary Range	Band 9, 40 hours per week
Last Update:	December 2021

Job Summary:

The Contract Administrator is responsible in ensuring all construction work is in accordance with the contract plans, specifications, as well as with applicable codes and safety regulations. The Contract Administrator supervises the service area in the absence of the Infrastructure Foreperson.

Primary Duties and Responsibilities:

- a) Ensure you and all staff comply with and perform their duties in accordance with the Code of Conduct.
- b) Conduct regular meetings to review Township policies and Standard Operating Procedures to ensure all employees comply with Township Health and Safety policies and the Occupational Health and Safety Act.
- c) Assists with managing all department staff and provide guidance and direction, as required, conduct performance reviews, assign work, schedule time off, schedule training, administer discipline and recommend to the Director of Infrastructure the appointment, suspension or dismissal of staff.
- d) Ensure staff proficiency and ability by comply with current standards and protect the municipality from liability.
- e) Assist HR & the Director of Infrastructure with promotions and succession planning.
- f) Assists the Director of Infrastructure with recommendations on the annual estimates for the capital and operational needs of the department to Municipal Council.
- g) Assists with the review and authorization for all Infrastructure accounts for payment including payroll, equipment and supplies. Confirm staff and contractors/suppliers receive correct compensation for services and that the Purchasing Policy is adhered to.
- h) Assists with following the defined process in the collective bargaining agreement for work assignment, discipline, vacation, hours of work, overtime, leaves of absence etc.
- i) Regularly check weather conditions, forecasts and water levels.
- j) Patrol roads to assess needs and ensure public safety.
- k) Liaison with Transport Canada and Railway officials regarding crossings.
- l) Liaison with public utilities.
- m) Provide management and direction for the maintenance and construction of all related infrastructure including roads, bridges, culverts, drainage, storm

- ponds, street lighting, Infrastructure Department buildings, trails and municipal parks all in accordance with Council bylaws and polices including the Engineering Design Standards, governmental Legislation and budgetary guidelines.
- n) Assists with Fleet Manager for the Township, ensuring all vehicles and heavy equipment are maintained and properly licensed.
 - o) File information and provide expert witness in court prosecutions, as required.
 - p) Respond to telephone, written and counter inquiries from the public, regarding roadways and drainage.
 - q) Report all known or suspected violations of the Township bylaws to the Bylaw Enforcement officer or designate.
 - r) On call and available, at all times, to be able to respond to emergencies or arrange to have the Foreperson or Crew Leader available.
 - s) Assists in ensuring the safety of the public by repairing, correcting or barricading infrastructure with the least possible delay, to prevent further deterioration to the infrastructure and/ or prevent accidents to users and to the act promptly in all cases of an emergency.
 - t) Participate on the Emergency Management Community Control Group.
 - u) Assists with managing customer relations by responding to enquiries, issues and concerns from Council, ratepayers, departments, other levels of government, external agencies, etc. and provide interpretation, guidance and additional information, as necessary.
 - v) Appoint crew leaders as required.
 - w) Supervise all assigned staff and provide guidance and direction, as required.
 - x) Update SOPs, and recommend new SOPs to the Director of Infrastructure, as required.
 - y) Assists with the duties of the Township Drainage Superintendent.
 - z) Follow the defined process in the collective bargaining agreement for work assignment, discipline, vacation, hours of work, overtime, leaves of absence etc.
 - aa) Follow prescribed health and safety procedures including wearing personal protective equipment, and operate equipment safely and competently.
 - bb) Remains knowledgeable of governmental legislation including the Highway Traffic Act.
 - cc) Stays current with regulations and best practices for methods of construction, maintenance and use of equipment and provides advice to consultants, contractors and the public, as required.
 - dd) Assists in the preparation and review of tenders and quotations.
 - ee) Reports and inspects noxious weed complaints and recommends removal procedures.
 - ff) Undertakes other duties as assigned by the Director in accordance with corporate objectives.

Supervisory Responsibilities:

- Summer LCPW Harvesting (2-4 persons)

Assist in Supervising:

- Crew Leaders
- Heavy Equipment Operators
- Part time and Summer Staff

Education, Experience and Qualifications:

- Minimum 2-year community college diploma in business or engineering.
- Minimum two (2)-year's contract management experience preferable at a municipal level.
- Minimum three (3) years' of Construction site experience or experience of supervisory role in the construction industry.
- Project Management would be an asset.
- Possession and maintenance of a valid unrestricted Ontario Class "G" Driver's Licence.
- DZ licence an asset.
- Knowledge of construction and municipal laws, by-laws and regulations (environmental, health and safety, and Ontario traffic manuals Book 5,6,7,&11)
- Skill in negotiating, writing and interpreting contractual agreements & construction documents.
- Effective verbal, oral and written communication skills.
- Must be highly organized, attentive to detail and able to multi-task.
- Proven ability to deal effectively with people in difficult situations.
- Experience in analytical and problem solving, investigation, evidence-gathering techniques.
- Experience in public education and awareness.
- Experience in administrative practices, including planning budget needs, monitoring expenditures, and purchase and requisition processes.
- Proficient in Microsoft Office applications.
- WHMIS.

Required Certifications:

- Valid unrestricted Ontario Class "G" Driver's Licence.

Is this Job Regulated:

- Highway Traffic Act

If yes, copy of Standards attached X no