



Excellence • Connectivity • Services • Livability • Growth

Contract Administrator

The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority. Our people are the cornerstone of our organization. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace. Each of our team members brings diverse experiences and perspectives, as well as unique skills and talents to the job. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated. All team members have equal opportunity within the organization to thrive and attain their highest potential. We welcome your application for the Manager of Infrastructure position and look forward to discussing how the Township of Ramara can become your next career choice.

Core Responsibilities

- Responsible for ensuring all construction, maintenance and general work activities by contractors or internal staff is in accordance with the municipal guidelines, contract plans, specifications, as well as with applicable codes and safety regulations;
- Assist 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;
- Assist 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;
- Assist with following the defined process in the collective bargaining agreement for work assignment, discipline, vacation, hours of work, overtime, leaves of absence etc.
- 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;
- Assist with Fleet Manager for the Township, ensuring all vehicles and heavy equipment are maintained and properly licensed;
- Supervise, motivate and train assigned staff, ensuring effective teamwork, high standards of work quality and organizational performance and continuous learning.

Qualifications / Skills

- 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);
- 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.

Experiences

- 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. 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.

Salary

\$36.13 - \$42.27 per hour

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Contract Administrator" addressed to Brittany Wilson, Manager of Human Resources/ Health & Safety and submit to hr@ramara.ca.

NOTE: this posting will remain open until the position is filled.

Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies, COVID-19 Protocols and Public Health Guidelines.

Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.

The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

Thank you to all applicants, but only those selected for an interview will be contacted.