

Job Title: Contract Administration, Permanent Full Time

Location: 279 King St. W. Suite 200, Kitchener ON N2G 1B1

Responsibilities

- General Knowledge
 - Familiar with the different types of construction project delivery systems and CCDC contracts
 - Act as liaison between owners, architects and consultants

- Construction Procurement
 - Prepare bid package
 - Distribution of bid documents
 - Prepare required Addenda documents
 - Analyze bids and prepare report for the client
 - Issue Letter of Acceptance and Notifications of Unsuccessful Bidders
 - Assist in preparing the construction contracts

- Construction Administration – Office Functions
 - Assembles and issue drawings and specifications required by the contractor for the work which includes all changes and revisions made during the bidding period
 - Review site organization and hoarding plans
 - Review construction waste management plan
 - Review authorizations from Authorities Having Jurisdictions
 - Review and comment on construction timetable / schedule (such as milestone charts, gantt diagrams)
 - Review shop drawings, samples and product data submittals
 - Provide timely interpretation of the contract by responding to Requests for Information (RFIs) and issuing Supplemental Instructions (Sis)
 - Prepare and issue Proposed Change (PC) forms in a timely manner
 - Review contractor's quotations prepared in response to PCs and claims for additional costs initiated by the contractor
 - Prepare and issue Change Directives (CDs) and Change Orders (COs) as required
 - Maintain a summary of changes list
 - Review progress payments requests to monitor progress, compare with actual work preformed, verify the receipt of all backups (Statutory Declarations and Certificates form & WSIB) and prepare a Certificate of Payment
 - Prepare and distribute Field Review Reports (including deficiency review reports)
 - Prepare and update meeting minutes

- Prepare agenda for special site meetings
- Prepare and obtain project close documents (including but not limited to Certification of Substantial Performance, Final Certificate of Payment, Partial Occupancy Reports, Final Occupancy Reports)

- Contract Administration – Field Functions
 - Conduct general or field reviews (including deficiency reviews & final field reviews)
 - Attend site meetings (chair if necessary)
 - Interpret contract documents or resolve problems
 - Review and accept samples, mock-ups, etc.
 - Meet with consultants, contractors or the client regarding the progress of the construction
 - Determine the percentage of work completed (information required when preparing the certificate of payment)