



Safe Roads

ENGINEERING

Job Title: Lead – Construction Administration Services

Company: Safe Roads Engineering Inc.

Reports To: Lead – Linear Transportation

Location: Hybrid work environment, primarily located in Eastern Ontario (Kingston, Ottawa)

Job Type: Full-Time

About Safe Roads Engineering:

At Safe Roads Engineering (SRE), we believe in delivering exceptional results through our mission of being quick and nimble. We pride ourselves on being able to deliver complex solutions to tight timelines. As we continue to build our portfolio and as the business evolves, we find ourselves strategically migrating into adjacent markets.

Join our growing firm specializing in comprehensive construction administration services across public infrastructure, mainly in the transportation sector.

We are seeking a **Senior Contract Administrator** to lead and expand our Construction Administration Services business line. This pivotal role will oversee contract administration, site inspection, and ensure compliance with regional guidelines, standards, and regulatory requirements, including authorities such as MTO, and other key stakeholders.

This role involves regular travel to project sites within the MTO East region. The location base would be Eastern Ontario (Kingston, Ottawa).

Main Responsibilities

- **Leadership:** Lead and mentor a team of contract administrators and site inspectors. Provide guidance, support, and technical expertise to ensure project success and team development.
- **Business Development:** Expand and grow the Construction Support Services business line. Identify new opportunities, develop client relationships, and foster strategic partnerships to drive business growth.
- **Contract Administration:** Manage construction contracts from inception through to completion. Review contract documents, negotiate terms, and monitor compliance with contractual obligations.
- **Site Inspection:** Conduct comprehensive site inspections to verify adherence to project specifications, quality standards, safety regulations, and regional guidelines.
- **Regulatory Compliance:** Ensure projects comply with regulatory authorities' requirements, including MTO, and other relevant agencies. Maintain updated knowledge of regulatory changes and industry best practices.

Qualifications

- **Experience:** Minimum of 8 years of progressive experience in contract administration, site inspection, and project management within public infrastructure, transportation, commercial, residential, and industrial construction sectors.



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- **Technical Knowledge:** Strong understanding of regional guidelines, standards, and regulatory requirements applicable to Ontario construction projects. Familiarity with MTO, and other regulatory authorities' procedures and specifications is preferred.
- **Leadership Skills:** Proven leadership abilities with experience in managing and developing teams. Ability to inspire and motivate others towards achieving project objectives and organizational goals.
- **Communication Skills:** Excellent interpersonal, negotiation, and communication skills. Ability to effectively communicate technical information and build strong relationships with clients, stakeholders, and regulatory authorities.
- **Problem-Solving:** Strong analytical and problem-solving skills with a focus on identifying issues, implementing solutions, and ensuring project success.

What We Offer:

- Opportunity to lead and grow a critical business line in a reputable firm renowned for its commitment to quality and innovation.
- Competitive compensation package includes salary, benefits, and opportunities for career advancement.
- Collaborative and supportive work environment fosters professional growth, creativity, and teamwork.
- Flexible work environment with hybrid options available.

Job Type: Full-Time

Schedule: Monday to Friday

Education: Bachelor's Degree (required)

Experience: Contract Administration, 8 years (required)

Work Location: Hybrid in Eastern Ontario (Kingston, Ottawa)

How to Apply

Interested candidates are encouraged to submit their resume and cover letter outlining their relevant experience to HR@saferoadseng.com.

Safe Roads Engineering encompasses a diverse collection of successful businesses, but our spirit isn't found in the diversity of our portfolio, it's found in the diversity of our people. At SRE, we believe that our greatest opportunity for continued success is fostered in the belief that every voice matters. Each one of us has a unique story and we promise to do our part to ensure that those stories are heard, seen, acknowledged, and supported. We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

Safe Roads Engineering is committed to meeting the accessibility needs of persons with disabilities in an effective and timely manner in accordance with the applicable standards set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. We foster an inclusive organizational culture as an Equal Opportunity Employer.