



Safe Roads

ENGINEERING

Job Title: Senior Contract Administrator / Contract Administrator (RCCA)

Company: Safe Roads Engineering Inc., a division of Elements Engineering

Reports To: Contract Administration Lead

Location: Eastern, Northeastern and Northwestern Ontario

Job Type: Full-Time/Seasonal

About Safe Roads Engineering:

About Safe Roads Engineering (a division of Elements Engineering):

Safe Roads Engineering (SRE), a division of Elements Engineering, strives to provide clients with services and products that are among the best in the industry. We specialize in design engineering, precast concrete structures, overhead sign structures, modular bridges, noise walls, traffic management plans, and contract administration. We are MTO RAQs qualified for Low, Medium, and High complexity construction administration assignments.

SRE/Elements is looking to add **Contract Administrators** to our team that have extensive experience in Municipal and MTO Contract Administration and Management in various areas across Ontario. The successful candidates will work throughout Eastern, Northeastern, and Northwestern regions of Ontario joining our existing Contract Administration team. The candidate will be supervised by our Contract Administration Lead and will work with the CA team members in servicing our clients. They will play a crucial role in managing MTO and Municipal CA assignments. They will work with the project manager to oversee project staff to ensure all deliverables are completed and client and stakeholder expectations are being met for their individual projects.

Main Responsibilities

- The Contract Administrator is responsible for administering, on behalf of MTO and or Municipality, the terms of the construction contract.
- Be an integral part of the project team, managing and coordinating team staff to ensure compliance with the assignment.
- Coordinate and liaise with the contractor to see that the work is performed as per the contract.
- Work with all stakeholders so that all their concerns are addressed appropriately.
- Help to train Junior staff in meeting expectations.

Qualifications

- The Contract Administrator shall be certified by OACETT for the Road Construction Contract Administrator (RCCA) designation.
- Successfully completed the full TLT 131 Advanced Issues Resolution course, including any applicable refresher.
- Sound knowledge of the MTO Contract Management System (CMS)
- Sound knowledge of the most recent edition of the Contract Administration and Inspection Specifications (CAIS)
- Sound knowledge of the Contract Documents (as defined in the MTO General Conditions).
- Sound knowledge of design standards, OPS specifications, standard drawings, materials and methods associated with highway/freeway/ATM construction.



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- Sound knowledge of quality assurance and quality control testing and their requirements
- Proven analytical, communication, and negotiation skills.
- Ability to interpret critical path schedules.
- Ability to monitor and calculate production rates.
- Ability to monitor compliance with and administering terms of operational constraints of the contract.

What We Offer:

- Competitive salary and comprehensive benefits package.
- Opportunity to lead and assist with high profile projects.
- Career development opportunities for professional certifications.

How to Apply

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

Submitting individual project experiences, including, job title, job role, duration of project, construction value, and client references would be an asset.

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 anyway. 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.