

September 5, 2019

Construction Administrator #24070

DEPARTMENT: Environmental Services Department
BRANCH: Infrastructure Asset Management Branch

Salary: \$49.84 to \$54.17 per hour

LOCATION: 17250 Yonge Street, Newmarket
STATUS: Permanent Full-Time
SCHEDULED WEEKLY HOURS: 40
SCHEDULED SHIFTS: 0830 – 1630

This is a Replacement
Union position - CUPE Local 905 (York
Region Unit)

POSITION PURPOSE

Reporting to the Senior Project Manager, is responsible for the administration of construction contracts primarily relating to new development and related infrastructure; ensuring due diligence and compliance with plans, specifications, regulatory, legislative and environmental requirements during construction; performing financial administration activities, including preparation of contract payment certificates and final payments to Contractors; participating in environmental assessments and detailed design phases to ensure contract constructability; assisting in the prevention of construction claims; and acting as an on-site representative and coordinating with contractors, consultants and the public to administer and fully document all Water and Waste Water activities.

MAJOR RESPONSIBILITIES

- Participates and provides input in project scoping, information gathering, project kick off meeting, preparation and review of baseline, periodic updates to the project schedules and budgets.
- Participates and provides input during all phases of project Environmental Assessment studies, including identification, evaluation and selection of alternative solutions and design concepts.
- Reviews and evaluates constructability of proposed alternatives including staged construction, environmental constraints, etc; assists in the preparation and review of the Environmental Study Report.
- Administers complex construction projects including supervision of external consultants, traffic safety, public communications/relations and ensuring due diligence to meet environmental compliance including ensuring erosion and sedimentation controls are maintained, specialist environmental inspectors are present as required and permit conditions are satisfied, in accordance with contract documents, agreements, permits/approvals and legislation.
- Performs financial administration and tracking activities related to the construction phases of the project including tracking of budget, preparation of payment certificates, purchase orders, monitoring and documenting expenditures, contract revisions and actual/potential cost over-runs and completion of variance reports subject to approval by the Senior Manager.
- Ensures contractors are aware of specific work details applicable to individual properties on the project and that they are carried out to the satisfaction of the Region in accordance with the signed agreements between the Region and the owners/residents.
- Maintains complete and accurate written and photographic documentation, including daily reporting of work completed, tracking of materials used, measurements taken, diaries, as built drawings etc., and prepares weekly report of working days in order to assess liquidated damages.
- Monitors construction schedule quality and quantity control, safety procedures and contract changes.
- Meets and responds to disputes or disagreements between the Region and contractors, consultants, other municipalities, agencies, developers and property owners/residents on assigned projects; initiates and responds to letters under direction of the Senior Project Manager.

QUALIFICATIONS

- Successful completion of a three (3) year Community College Diploma Program in Civil Engineering Technology.
- Certification with the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technologist or be registered in an approved equivalent professional association.
- Minimum of five (5) years directly related experience on water and wastewater construction supervision in a Municipal environment including managing complex construction projects and survey and construction inspection experience.
- Valid Ontario Class "G" driver's licence and reliable vehicle for use on corporate business.
- Demonstrated knowledge of construction practices, design, estimating of construction contracts, survey procedures and layout for interpretation in the field.

Please apply [here](#) by **September 27, 2019 at 4:30 p.m.** As an alternative, you can apply via e-mail to careers@york.ca; fax to 905-895-4232; mail or walk-in to 17250 Yonge Street, Newmarket, Ontario, L3Y 6Z1. All job vacancies are recorded on a 24-Hour Career Line and may be accessed by calling 877-464-9675 ext. 75508. We thank all candidates for their interest, however only those selected for an interview will be contacted via email.

York Region is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

