

CITY OF HAMILTON

CITYHOUSING HAMILTON (ASSET RENEWAL SECTION – LOCATION – 55 HESS ST. S.)

CONTRACT ADMINISTRATOR/SPECIFICATIONS WRITER – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Asset Renewal & Maintenance, the Contract Administrator/Specifications Writer implements planned capital works projects by producing construction documents and contract administration. Inspects and approves contractors' work to ensure compliance of all areas of the contract. They collaborate with consultants in initial tendering stage and during construction by reviewing and commenting on proposed drawings and specifications to ensure accurate representation of work.

The Contract Administrator/Specifications Writer provides contract administration of tendered contracts by performing concise on-site inspections, scheduling and conducting site meetings with contractors and consultants. Approves progress payments, final invoices and authorizes release of contract holdbacks. Initiates and chairs site meetings during the construction process to ensure standards, quality and safety measures are adhered to.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety. Also ensures regulatory requirements are complied with by ensuring documents produced reflect legal parameters of all contracts and are contained in written specifications of the work to be fulfilled.

GENERAL DUTIES

Develops public, short form and invitational tenders for contracts based on information obtained through site assessments, investigation of new building construction methods and materials.

Researches and writes terms of reference to engage the services of consultants. Coordinates the request for proposal (RFP) process. Reviews and evaluates proposal submissions, participates in selection interviews, recommends selection of consultants and administers contracts as well as preparing detailed tender documents and specifications for projects as required.

Ensures regulatory requirements are complied with by ensuring documents produced reflect legal parameters of all contracts and are contained in written specifications of the work to be fulfilled.

Meets regularly with Architects and Consulting Engineers and other consultants, to review and control the quality of various submitted plans and reports.

Liaises with client contacts ensuring that scope of work is in accordance with client and program needs. Prepares cost and project estimates based on approved scope of work, maintains records of project budget and schedules.

Ensures all contract documentation is in place prior to construction such as WSIB, Liability Insurance, Performance Bonds, Permits, etc.

Conducts site visits, analyzes site conditions and prepares operational update reports.

Liaises with appropriate operations and maintenance staff to ensure designs are coordinated with maintenance requirements.

Provides contract administration of tendered contracts by performing concise on-site inspections, scheduling and conducting site meetings with contractors and consultants. Approves progress payments, final invoices and authorizes release of contract holdbacks.

Approves consultant invoices after reviewing final deficiency lists and ensuring all deficient work is corrected. Recommends release of contract hold backs to accounts payable.

Reviews Asset Renewal program timelines by ensuring all scheduled work in the program is completed within the fiscal year.

Assists in the preparation of the coming year's Asset Renewal programs by reviewing budget submissions identifying building portfolio problems and performing on-site reviews of each project, noting specific areas requiring upgrades.

Provides input and recommendations in the development of the 5-year Asset Renewal plan by effectively identifying future expenditures and improvements to the housing stock.

Liaises with consulting engineers and architects to obtain information on the condition of building components by reviewing building condition assessments reports on specific component.

Liaises with elevator consultants to resolve any elevator issues or code infractions by ensuring TSSA (Technical Standards and Safety Authority) standards are met.

Maintains and updates technical library relating to the building construction field, by researching and reviewing new building products and procedures through updated manuals, codes and attending trade shows.

Responds to enquiries from staff regarding unforeseen building issues, emergencies and potential safety issues.

Initiates and chairs site meetings during the construction process to ensure standards, quality and safety measures are adhered to.

Provides and maintains a computerized inventory of all assigned projects and provides regular and verbal technical advice to management.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Community College Diploma in Architecture Technology or Engineering Technology or other related discipline or a combination of education and relevant work experience.
2. Demonstrated project management skills including demonstrated knowledge of the practices of construction contract administration. Comprehensive working knowledge in construction, contract administration and specification coordination.
3. Significant demonstrated knowledge of residential high-rise and low-rise building construction principles and practices such as architectural, structural, mechanical and electrical disciplines.
4. Considerable experience and knowledge of all aspects of the tendering process including budget funding, tender award limits, bonding requirements, WSIB and liability insurance requirements, code restrictions, and safety regulations.
5. Strong administrative skills with excellent attention to detail involving coordinating, reporting and tracking tendering documents gained through practical experience.
6. Excellent organizational and time management skills in order to effectively respond to a high volume of work on an ongoing basis.

7. Must possess strong verbal communication skills to interact effectively with contractors, consultants, senior management, departmental staff, tenants and general public.
8. Thorough knowledge of the Landlord Tenant Act, tenants rights, social housing programs, City's Vision 2020 and related procedures and processes.
9. Working knowledge or demonstrated ability to understand and interpret Corporate policies and procedures including the Ontario Health & Safety Act and related regulations (i.e. Construction Regulations), as well as the Purchasing Policy.
10. General knowledge of other housing providers in the community and their operations.
11. Demonstrated experience in a computerized environment. Must have intermediate level computer skills in Microsoft Word, Excel & Outlook. Basic knowledge of Asset Planner software an asset.
12. Must possess a valid Ontario Class "G" Driver's Licence.
13. Provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE:

This position requires the incumbent to use their personal vehicle 3 or more times per week for City business. In accordance with the City policy, parking is provided at this time. Should this job requirement change, parking will only be provided in accordance with the City policy in force at that time.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
