

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENVIRONMENT & SUSTAINABLE INFRASTRUCTURE DIVISION – DESIGN– LOCATION – 77 JAMES ST. N. SUITE 320)

SPECIFICATIONS CLERK - CUPE 5167

SUMMARY OF DUTIES

Reports to Senior Project Manager, Design. Prepares contract documents related to Capital Budget Program; performs clerical duties associated with the operation of the Design Section.

GENERAL DUTIES

Prepare and word process contracts, agenda, quotations, schedules, special provisions, purchase order requisitions, award and non-award letters, Policy 10 and 11 Forms.

Prepare purchase order requisitions and run financial queries.

Prepare tender advertisements for local newspaper; distribute to departments.

Prepare contract documents for execution by City Officials.

Review various contract administration forms, such as contract change orders, progress payment certificates, addenda, etc.

Input, manipulate and retrieve specification and contract data using software packages.

Maintain and update contract documents.

Arrange for courier service.

Complete forms such as request and bidders list.

Maintain records such as contracts, recaps and correspondence.

Maintain an inventory of office supplies.

Compose correspondence; compile statistics.

Maintain filing system such as contracts, quotations, advertisements and agenda.

Liaise with and respond to inquiries from staff, other departments, contractors, municipalities and consultants.

Direct and train casual staff.

Prepare work schedules for casual staff.

Ensure completion of contract documents and drawings; authorize printing.

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

Work 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.

QUALIFICATIONS

1. Previous experience in: preparation of construction tender documents and contracts normally acquired through a combination of education and relevant work experience.
2. Experience with the preparation of contract tender documentation and an understanding of construction specifications.
3. Basic knowledge in construction and contract administration and specification coordination
4. Strong administrative skills with excellent attention to detail involving coordinating, reporting and tracking tendering documents gained through practical experience.
5. Must possess well developed interpersonal, verbal and writing skills.
6. Knowledge, or demonstrated ability to understand and interpret Corporate policies and procedures including the Ontario Health & Safety Act and Purchasing Policy and Construction Lien Act.
7. Working knowledge of Outlook, Word, and Excel. Working knowledge of MS Project, Adobe and PeopleSoft software an asset.
8. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.