

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – DESIGN SERVICES - LOCATION -- 100 KING ST. W, 2nd Floor)

CONTRACTS CO-ORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reports to the Senior Project Manager, Engineering Services, Design, under the general supervision of the Project Manager. The Contract Co-ordinator is responsible for the co-ordination, preparation and tendering of City contracts and administer specifications, policies and standards.

GENERAL DUTIES

Co-ordinate the preparation and tendering of City contracts by ensuring contract documents comply with City tendering practices and policies. Approve final contract documents for tender.

Review, edit and complete contract documents, schedules of quantities, specifications and contract special provisions.

Review and interpret engineering drawings.

Review and edit contract documents from consultants and staff and ensure compliance with engineering design drawings.

Interpret plans and specifications for contractors, staff and the public.

Co-ordinate the publishing of tenders onto the electronic bidding platform with the City's Procurement department
Receive and answer enquiries from staff, consultants, engineers, other departments and municipalities.

Receive and answer tender enquiries and determine the need for addenda, revisions to contract documents and plans.

Maintain and update the City standard specifications and contract documents templates.

Research and recommend City specifications and contract policies and procedures.

Maintain historical contracts listings for reference. Input and retrieve specification and contract data.

Direct and train new staff and students.

Operate equipment such as, copier, scanner and printer.

Schedule contracts, arrange bidders site meetings, set contract tender periods and closing dates.

Prepare Request for Quotes for various works, such as day-lighting of utilities to determine location of underground structures and tree removals.

Represent the Public Works Department in Specification and Project Scheduling Committees.

Assists the Project Manager of Contracts with facilitation of the Standards and Approved Products Committee meetings.

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

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.

QUALIFICATIONS

1. Demonstrated knowledge of the practices of construction contract administration normally acquired by obtaining a three-year Community College Diploma in Engineering Technology or an equivalent combination of relevant education and related work experience.
2. Considerable experience with the preparation of contract tender documentation and an understanding of construction specifications.
3. Comprehensive working 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.
7. Working knowledge of Outlook, Word, Excel, MS Teams and Webex. Working knowledge of MS Project software an asset.
8. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.
9. Must possess a valid Ontario Class "G" Driver's Licence.

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

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