

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### (HAMILTON WATER DIVISION – WOODWARD UPGRADE - LOCATION – 700 Woodward Avenue )

### PROJECT MANAGER CONTRACTS (BIOSOLIDS)– CUPE 1041

#### SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Capital Works, , co-ordinate the preparation and tendering contracts and administer specifications, Request for Information (RFI), Addenda, document control, including general policies, procedures and standards associated with the Biosolids Management Project mandate.

#### GENERAL DUTIES

Co-ordinate the preparation of procurement documents for Request for Proposals (RFP), Request for Tenders (RFT) as well as Formal and Informal Quotations by ensuring the City's Purchasing Policies and Procedures are adhered to. Review submissions for compliance, forward for approval and track as required.

Liaise with required internal and external support groups including but not limited to: Purchasing, Risk Management, Legal Services, Finance, as well as PPP Canada, external consultants and contractors for the administration of the Biosolids Management Project

Create, review, edit and track all associated administrative activities for the Biosolids Management Project including but not limited to, Change Orders, Addenda, Purchase Order Requisition Forms, Contract for Works Agreements, Bid Submissions and Award letters, Payment Certificates, and project schedules.

Execute contracts by ensuring all required documents are received and complete including, Labour and Material Bonds, Performance Bonds, WSIB Certificate, and forwarded for approval.

Create and maintain as required the electronic and hard copy Central Filing System for the Biosolids Management Project .

Lead continual improvement reviews on administration protocols, procedures, templates and forms and suggest/undertake required changes.

Manage all Biosolids Management Project Tracking System including but not limited to Issues, Logs, Decision Logs, RFI's, PPP Canada correspondence and produce/create summary reports for the associated activities.

Review and edit contract documents from consultants and staff.

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

Review and interpret blueprints and engineering drawings.

Maintain and update the City and Provincial standard specifications inventory, contract documents and Project Manager Manuals.

Research and recommend City specifications and contract policies and procedures.

Prepare tender advertisements for local newspapers.

Input and retrieve specification and contract data.

Receive and answer enquiries from staff, contractors, engineers, other departments and municipalities.

Operate equipment such as binding machine, microfilm reader, copier, scanner and printer.

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

Attend Confidential Commercial Meetings (CCM's), takes notes, minutes and various maintain tracking logs.

Represent the Biosolids Management Project team on Specification and Project Scheduling Committees, PPP Canada status calls, Transaction Advisor status calls, and as required by supervisor.

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

**QUALIFICATIONS**

1. Demonstrated knowledge of the practices of construction contract administration normally acquired by obtaining a 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. Demonstrated experience working with Microsoft Sharepoint and data/document management and controls,
6. Must possess well developed interpersonal, verbal and writing skills.
7. Knowledge, or demonstrated ability to understand and interpret Corporate policies and procedures including the Ontario Health & Safety Act and Purchasing Policy.
8. Working knowledge of Outlook, Word, Excel and Access database. Working knowledge of MS Project software an asset.
9. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.
10. 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.**

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