

## **Job Posting: Land Group Contract Administrator**

**Posting Date: August 15, 2019**

**Job No. 19-006**

### **Position Summary**

We're looking for a full-time Contract Administrator to assist our land group. The successful candidate will manage construction contracts and project closeout for projects within our land group.

### **About Us**

**Catterall & Wright** was established in Saskatoon in 1965 by Fred Catterall, P.Eng. and Don Wright, P.Eng. and continues to offer professional civil engineering services to municipalities, land developers, architects, contractors, government agencies, First Nations, and industries in Saskatchewan. Both Fred and Don promoted being a team player, maintaining high standards, taking pride in your work, and providing customers with good design at reasonable cost; principles we continue to exhibit today. Our firm specializes in municipal engineering design related to commercial, industrial and residential land development; street, roadway and drainage design; storm water, potable water & wastewater systems; transportation, asset management, landfills and solid waste transfer stations.

C&W employs a growing full-time staff of 24 with seasonal staff joining our team as needed. The key to our long-term relationships with clientele is our ability to provide clients with reliable, quality personal service. We are a small, locally owned business and take great pride in the relationships we maintain with our clients. The strength of the team is our carefully selected staff members; we are a mix of experienced senior engineers, intermediate and junior support staff who are well versed in current engineering technology and analytical software.

Our partners and staff strive to provide courteous, personal service with unique and innovative solutions for all municipal infrastructure systems. We are dedicated to providing civil engineering services with our technical expertise including design, planning, feasibility studies, detailed equipment and construction specifications, field layout and observation during construction, contract administration, and project management.

## Why choose us?

### OUR MISSION

To provide personalized engineering services to municipalities, government agencies, developers, First Nations, and other industries. The strength of our team is our people who are committed to providing the right solutions.

### OUR VISION

To be the most respected and trusted engineering firm in our industry.

### OUR VALUES

We strive to be: **Reliable, Honest, Practical & Trustworthy.**



### But enough about us, what about YOU?

**YOU** will have the opportunity to become part of an exciting, successful company that currently employs approximately 24 full-time staff including 10 Engineers.

**YOU** will utilize your experience in a variety of different aspects within the industry by being exposed to the many facets of what the industry has to offer instead of focusing on one specific task.

**YOU** will have the opportunity to work with a company that aspires to be THE most RESPECTED and TRUSTED municipal engineering firm in our industry.

**YOU** will become part of a team who values being HONEST, RELIABLE, TRUSTWORTHY, and PRACTICAL.

**YOU** will have the opportunity to work with a vibrant and youthful company that truly cares about its employees and understands the importance of work-life balance. We have a fantastic social committee that plans and organizes our staff BBQ's, golf and lawn bowling tournaments, Rush Games, Rider game trips, board game nights and many other events.

**Join our team, apply today!**

## Core Responsibilities

- Prepare Canadian Construction Documents Canada (CCDC) construction contracts with successful contractors.
- Apply for all necessary permits required prior to commencing construction (permit to construct, highway crossings, aquatic habitat, railway crossing, SaskWater crossings, etc).
- Prepare progress certificates and associated documentation.
- Prepare proposed change notices, change orders, site instructions or other on-going contract documentation.
- Prepare deficiency lists in conjunction with project managers.
- Correspond and stay connected with project managers.
- Prepare certificates of substantial performance, construction completion certificates and final acceptance certificates.
- Track warranty inspection timelines.
- Track record drawing production and issuance to required authorities.
- Archive completed project files.
- Collect information required to complete detailed designs (compile record drawings, utility drawing requests, collection of necessary reports, etc.).

## Other Responsibilities

- Understand completely all company policies, filing procedures and goals of the Land Group and company.
- Assist Office Manager / Administrator with other duties in their absence including answering phone calls, mail document preparation, managing Sharefile, and other tasks as required.
- Assist with Development and Services agreement preparation.
- Liaise with developers and municipalities.
- Assist with development of project management standards.

## Abilities

- Understanding of lien legislation and CCDC 2 and CCDC 18 construction contracts.
- Thorough and methodical, yet efficient to ensure quality product is produced.
- Effectively manages time and can tend to several projects concurrently.

## Attitude & Values

- Loyal team player capable of dealing with multiple types of personalities.
- Honest and assertive to help uphold the integrity of the team and company mission, vision and values.
- Sense of practical design.
- Displays reliable and trustworthy presence and strong work ethic.
- Acts honestly and assertively to help uphold the integrity of the team and company mission, vision and values.

## Qualifications

- Minimum five years of industry experience dealing with construction contracts and contract administration.
- Construction Specifications Canada (CSC) - 'Principles of Construction Documentation' & 'Construction Contract Administrator' courses are beneficial, but not necessarily required.

## Accountabilities

- Proficient with Microsoft Office, BlueBeam and Adobe InDesign software programs.
- Treats all information and materials in a confidential manner.
- Communicates issues of importance or concern to the immediate supervisor in a timely manner.
- Understands completely all company policies, filing procedures and goals of the Land Group and company.
- Understands and follows company safety manuals, project standards manuals and overall office manual.
- Delivers quality work in an efficient manner.
- Collaborates with others as required to complete assignments and support team efforts. Works to resolve conflicts and maintain harmony among co-workers.
- Sets priorities for own work and meets deadlines.

## Salary & Benefits

- Exceptional employee benefit plan includes life and disability insurance, extended health and dental care plus an extended health spending account.
- Excellent company RRSP contribution program.
- Competitive salary based on industry experience, technical requirements of the position. We also provide significant annual bonus packages based on performance, motivation, quality, and ability.

## Submission

Submit your applications complete with resume and cover letter attention Brett LaRoche, P. Eng. through our Fitzii account:

<https://www.fitzii.com/apply/42707>

