

Job Posting

Company: Planmac Engineering Inc.

Job Title: Construction Administration Staff – Contract Administrators and/or Construction Inspectors

Job Type: Contract positions

Reports To: Project Manager / Assistant Project Manager

Salary: Compensation commensurate with experience & qualifications

Contact: Beth Greene, Manager of Business Development & Operations

egreene@planmac.com

(416) 626 5300 ext. 214

Address: 80 North Queen Street, Building A, Suite 302, Toronto, ON M8Z 2C9

Website: www.planmac.com

Company Description

Planmac Engineering Inc. is an award-winning engineering consulting firm, providing a broad range of engineering and environmental services in the Province of Ontario, across Canada, and internationally for over 50 years in the civil, municipal, structural, and transportation fields. Some of our major clients include GO Transit/Metrolinx, Ministry of Transportation of Ontario (MTO), Infrastructure Ontario, Federal Department of Fisheries and Oceans (DFO), City of Brampton, City of Mississauga, and Toronto Region Conservation Authority (TRCA).

Responsibilities

Responsibilities may include, but not be limited to, the following:

Contract Administration

- Provide full-time or part-time contract administration throughout the duration of construction, and establish line of communication between Planmac and the client;
- Recognize and resolve any construction related issues in the field and notify the client;
- Review, recommend modifications, and approve the Contractor's construction schedule;
- Process the Contractor's progress and final payment certificates, including review, negotiation of, and recommendations for payment of extra work requests;
- Recommend on the validity of charges for addition or deletions and recommend on the issue of change orders;
- Negotiate claims if required;

- Provide comments regarding the proposed procedures, methods, and sequencing of the work to ensure that the Contractor's methods and materials comply with the contract and design requirements;
- Review shop drawings submitted to the degree necessary to ensure they conform with the design requirements;
- Prepare field inspection reports, arrange and attend site meetings, and prepare minutes of meetings;
- Respond to inquiries and requests for information from external agencies, adjacent landowners, and members of the public;
- Review and certify Substantial and Total Performance for Construction Lien Act Purposes;
- Address public and stakeholder inquiries; and
- Prepare and submit the post-construction report in accordance with City standards.

Construction Inspection

- Provide part-time or full-time site inspection during construction, as required;
- Inspection of all materials upon delivery to site to ensure they meet quality expectations;
- Conduct inspections of the work during all phases of the construction, including the warranty period and at acceptance, preparation and circulation of deficiency lists and inspection of repairs;
- Prepare and maintain notes, diaries, records, and reports as required to document the progress of the work and to substantiate the quality and quantity of the work performed;
- Review the Contractor's work to ensure compliance with the contract specifications and drawings;
- Review the Contractor's traffic control plan and implementation plan;
- Review the Contractor's environmental management;
- Provide advice to the Contractor regarding the interpretation of the contract drawings and specifications and the preparation of supplemental details, instructions, and clarifications as required;
- Notify the Contractor of any deficiencies in construction of the work, instruct the Contractor to take appropriate corrective measures and confirm and report the results of the corrective measures during construction;
- Coordinate with the testing of construction materials;
- Coordinate with the Contractor to see that notification is made to the public and any external agencies impacted by the proposed work;
- See to the safety of worksite: check for adequate signage, traffic control, work procedures, safe access, etc.;
- Review and verify the Contractor's monthly progress and final payment requests;
- Ensure that construction is on schedule, within budget, and is adhering to the Contract Documents; and
- Grade checks and any necessary measurements in the field for all required works.

Desired Qualifications & Skills

- College Diploma or University Degree in Civil Engineering
- P.Eng. or CET designation is a strong asset
- Other related designations from PEO, OACETT, or PMI, will be considered an asset, such as EIT, C.Tech., rcji, rcsi, rcca, and PMP
- 5-10+ years of experience is preferred
- Relevant experience in construction administration and/or inspection of roads/highways, bridges, buildings, and/or transit facilities
- Knowledge of applicable engineering and construction-related standards, codes, and regulations in Ontario
- Strong written/oral communication skills