



**OUR VISION**  
*To be the best place to raise a  
child and age successfully.*

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## JOB POSTING

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JOB ID #: 14902

Contract Administrator/Specifications Writer  
CityHousing Hamilton  
Asset Renewal  
55 Hess St. S

NUMBER OF VACANCIES: 2

UNION/NON-UNION: CUPE Local 5167 Inside

HOURS Of WORK: 35.00 per week

GRADE: O

SALARY/HOUR: \$40.729 - \$46.283 per hour

Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS/LENGTH: Temporary Full-time

Note: These vacancies are for approximately 12-24 months due to a special project.

Job Description ID #: 3605

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### JOB SUMMARY:

Reporting to the Manager, Asset Renewal or Sr. Project Manager, Energy Initiatives, implements planned capital works projects by producing construction documents and contract administration. Inspects and approves contractors' work to ensure compliance of all areas of the contract. Collaborate with consultants in initial tendering stage and during construction by reviewing and commenting on proposed drawings and specifications to ensure accurate representation of work. Ensures documents produced reflect legal parameters of all contracts and are contained in written specifications of the work to be fulfilled.

### QUALIFICATIONS & REQUIREMENTS:

Significant demonstrated knowledge of residential high-rise and low-rise building construction principles and practices such as architectural, structural, mechanical and electrical disciplines normally acquired through the completion of a Community College Diploma in Architecture Technology or Engineering Technology or a combination of education and relevant work experience such as Project Management (related to Construction would be an asset).

Comprehensive working knowledge in construction, contract administration and specification coordination.

Considerable experience and knowledge of all aspects of the tendering process including budget

funding, tender award limits, bonding requirements, WSIB and liability insurance requirements, code restrictions, and safety regulations.

Strong administrative skills with excellent attention to detail involving coordinating, reporting and tracking tendering documents gained through practical experience. Must possess strong verbal and written communication skills to interact effectively with contractors, consultants, senior management, departmental staff, residents and general public.

Excellent organizational and time management skills in order to effectively respond to a high volume of work on an ongoing basis. Knowledge, or demonstrated ability to understand and interpret Corporate policies and procedures including the Ontario Health & Safety Act and related regulations (i.e. Construction Regulations), Purchasing Policies, etc.

Working knowledge of Microsoft Office XP (Outlook, Word, Excel). Working knowledge of Asset Planner software an asset.

Must possess a valid Ontario Class "G" Driver's Licence. Provision of a vehicle for use on the job.

Note: As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Record and Judicial Matters Check (CRJMC), at their own expense, prior to beginning work in this position.

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**Disclaimer:**

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

**Terms:**

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Please apply online at [www.hamilton.ca/careers](http://www.hamilton.ca/careers) on or before: **2019-02-13**.

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