

Structural Engineering Contract Administrator

Vancouver Studio

DIALOG is a fully integrated multi-disciplinary design firm incorporating architectural, engineering, interior design, landscape architecture, sustainability, urban design and planning services. Our special culture and spirit is founded on a unique collaborative approach to clients and communities. We work at the intersection of art and science to create places people love to live, work and play. We design projects of every size and level of complexity, from houses to hospitals, office buildings to police headquarters. We are motivated by taking on difference-making projects that influence the long-term health of people and our environments. What you will find here is: passion without pretense; a group that loves coming to the studio every day, rolling up its sleeves, interpreting the visions of our clients, and bringing beautiful, functional places into being.

About the Role:

Our Contract Administrators play a key role administering contracts, liaising with the DIALOG project team, contractors, client(s) and other stakeholders during the construction phase of a project. As the successful candidate, you will prepare and issue all contract documents, and coordinate, collect, assemble and review all contract change documents from the multi-disciplinary project team. You will also conduct on-site field reviews and be our DIALOG representative on the construction site. Details:

- Review site for general conformance and discuss any visible issues. Be proactive in resolving construction issues, request solutions from GC or propose options to maintain schedule
- Respond to requests for information, change directives, contract amendments, progress payment certificates, processing contract close-outs
- Be proactive in making recommendations to Owner and maintaining documentation so contract can be fairly enforced
- Provide impartial guidance to resolve conflict or negotiations in a fair and reasonable outcome to all parties
- Protect the project design intent through contract documents
- Maintain ownership of Deficiency/Warranty items and ensure items are completed in a timely manner; provide Regular updates to owner
- Review As-built drawings and O&M manuals
- Review general contract conditions and confirm interpretation with client and contractor
- Establish job protocol and lines of communication between owner, architect, engineers, contractor, subcontractors (if applicable), and vendors

Professional Essentials:

- Must possess a minimum of 5 + years construction contract administration experience
- CCSC-CA (Certified Construction Contract Administrator) considered an asset

- Proficient in bidding procedures, project field reporting, field reviews, payment certification, site document processing (CCN/RFI/SI) and contract change procedures
- Strong building science background with an excellent understanding of construction process, methods and materials
- Proven track record of maintaining high quality standards while working within tight deadlines
- An in-depth knowledge of building codes and construction procedures
- Compelling interpersonal skills and effective written and verbal communications skills
- Ability to handle stressful situations with a high degree of professionalism
- A comprehensive knowledge of relevant engineering, pertinent legislation and standards, and accounting and scheduling practices/methods
- A vehicle and driver's license is required

Why work for DIALOG?

We are proud to have been named a Top 100 Employer in Canada for 2013, 2014, 2015 and 2017. Employing over 650 people in 5 studios across North America, DIALOG is committed to delivering sustainability and excellence in design along with exceptional client service, in a fun working environment.

- Our team is fun, creative and committed to success;
- DIALOG offers first-class internal training and development;
- We offer competitive compensation and benefits; and,
- DIALOG is an award-winning company that is committed to sustainable, integrated design.

How to Apply

Please submit your resume and portfolio to vancouvercareers@dialog.ca specifying 'Structural Engineering Contract Administrator' in the subject line.

Your submission will be reviewed carefully however only those selected for an interview will be contacted.

DIALOG is an equal opportunity employer that is committed to the principle of diversity and looks forward to receiving applications from a wide range of people. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the DIALOG's Accommodation Policy, if you require accommodation during the recruitment and selection process, please provide your accommodation needs in advance.