

CAREER OPPORTUNITY



POSITION TITLE Master Municipal Contract Administrator

STATUS Permanent, Full Time

LOCATION Surrey, BC

About McElhanney

Based in Western Canada for over 100 years, McElhanney offers innovative and practical engineering, surveying, mapping, planning, landscape architecture, and environmental services. As a 100% employee owned and operated firm, with over 1,000 staff members, we are proud to offer qualified staff with shareholding options in our company. Our teams work hard to build strong connections with our staff, clients, and local communities.

Our award-winning engineers embrace a trailblazing spirit by challenging conventional thinking, questioning the status-quo and expressing our passion to use engineering to make the world a better place. We recognize that our projects must serve the interests of our communities for the long term. Therefore, our teams specialize in municipal infrastructure & roadways, water resources, transportation, land development, structural, geotechnical, construction and electrical engineering services. From senior management to our most junior recruits, we are partners in solving our clients' challenges.

Role Overview

McElhanney Consulting Services Ltd. seeks a Master Municipal Contract Administrator to join our growing team in Surrey. You will have the opportunity to work on a variety of exciting projects including Municipal, Transportation, Land Development and Design Build and P3 Infrastructure Projects throughout the Vancouver region! The candidate within this role will have an opportunity to liaise between both the owners and contractors along projects.

Responsibilities

- Provide Contract Administration and on-site contractor supervision to monitor the quality and progress of the work being performed.
- Lead or assist in the development of tender and contract documents.
- Complete construction cost estimates and quantity take offs.
- Maintain inventories of bid item quantities and generate payment authorizations.
- Provide reporting of work progress and issue construction memos to contractor as needed.
- Provide guidance to entry level staff and oversee material testing and surveying operations.
- Identify field and design issues and facilitate corrective measures.
- Liaise with contractor, client and affected stakeholders during construction operations.

Requirements

- 5+ years of municipal and/or highway experience preferably in the Lower Mainland.



- MMCD CA and/or CPWI status is preferred. Training for certification will be provided for successful candidates.
- Ability to interpret construction drawings and specifications and compare them with construction in progress; detecting faulty materials and workmanship and suggesting appropriate remedies.
- Must obtain a valid driver's license.
- Experience with construction surveys, preparing/compiling payment and construction inspection reports.
- Exceptional organization and follow-up skills; ability to thrive in a fast-paced, multi-tasking environment.
- Good communication skills – written and verbal.
- Ability to work well in a high-pressure environment with minimal supervision; ability to use initiative and independent judgment.



If this is the opportunity for you, apply now or visit www.mcelhanney.com/careers to apply online. We thank all applicants for their interest; however, only shortlisted candidates will be contacted.

McElhanney's Surrey Engineering group is a multi-disciplinary professional office currently involved in many high profile infrastructure projects. We enjoy a high level of job satisfaction due to solid team effort and a positive corporate culture. Located on the 23rd floor of Central City Tower, our modern office space is near the SkyTrain and readily accessible via public transit.