

August 2018

JOB DESCRIPTION

Junior Landscape Contract Administrator



PART A – COMPANY PROFILE

MBTW/WAI is a professional, multidisciplinary consulting and design firm providing services in landscape architecture, urban design, planning and architectural design guidance. Our full service, award winning, Toronto-based firm is comprised of more than 50 staff members, with varying interests and talents. Collectively, we combine our broad range of experiences with state-of-the-art technologies and resources with the goal of providing our Clients with a unique perspective in the business of land planning, site design and development.

PART B – POSITION DESCRIPTION

The core function of a Junior Landscape Contract Administrator is to work in support of the firm's provision of professional consulting services to a wide variety of public and private sector Clients. A Junior Landscape Contract Administrator shall work both individually and within the multi-disciplinary structure of the firm - providing contract administration support to MBTW/WAI projects with a focus on both in-house and site activities associated with the coordination, documentation and review of construction projects of varying scales and complexities.

PART C – KEY RESPONSIBILITIES

A Junior Landscape Contract Administrator will be expected to successfully undertake the following roles and responsibilities:

- Cooperatively undertake daily activities within a team reporting structure that includes: Senior Contract Administrators, Landscape Architects, Landscape Architectural Designers, Technical Staff, Project Managers, Senior Project Managers, Associates, Partners and a variety of specialized Administrative and Support Staff.
- Review design drawings and specifications for clarity and consistency prior to initiating tender processes.
- Assistance in all stages of Contract Administration Services, including (but not limited to):
 - Administration of contract tender processes - document preparation, release, tender period communications, bid assessment, Contractor negotiation and award of contract.
 - Fieldwork in support of construction administration activities
 - Coordination, participation and documentation of Site Review Meetings - held for the purpose of monitoring construction progress and schedules.
 - Preparation of contract administration document including: Contemplated Change Orders, Change Orders, Progress Payment Certificates, Certificates of Substantial Completion, Certificates of Final Completion and project close-out documentation.
- Maintain project files including the organization of drawings, reports and project correspondence.
- As-built drawing preparation.

PART D - QUALIFICATIONS

- 2-5 years experience in either a professional office or landscape construction environment with either a degree in Bachelor of Landscape Architecture, Master of Landscape Architecture or a Diploma in Landscape Technology from an accredited Technical College or similar institution.
- Additional education or certifications in Construction Administration, Health and Safety Training, and / or First Aid Training will be considered an asset.

PART E – SKILLS + KNOWLEDGE

- Ability to review, understand and interpret construction drawings and specifications.
- Proficiency with Microsoft Office.
- Proficiency in data management
- Additional skills that would be beneficial to potential candidates:
 - Knowledge of CCDC 2 and CCDC 4 documents.
 - Working knowledge of design software, which may include: AutoCAD (latest version) / Sketch-up / In-Design / PowerPoint / Photoshop.

PART F – ADDITIONAL REQUIREMENTS

Please note that any *Offer of Employment* for a position that includes key responsibilities requiring extensive fieldwork may be contingent on the following additional selection criteria:

- Daily access to a suitable working vehicle and a valid driver's license.
- The ability of the candidate to perform physical tasks associated with the key responsibilities of the position (as described in the job description and / or any supplemental hiring process). This may include the ability to work independently in a variety of environmental conditions, such as natural / remote areas, construction sites at various stages of completion and inclement weather – all within safe and reasonable limits.