

Job Title: Contract Administrator (CA)

Location: Kingston (1), GTA (1)

Reports To: Reja Sadjadi

Job Type: Full-time

About TSI Inc.:

TSI Inc. is a leading professional consulting engineering firm that provides innovative solutions to complex infrastructure challenges. We specialize in transportation infrastructure projects such as roads, bridges, waterway structures, culverts, and retaining walls, and municipal and structural engineering services.

Our mission is to provide innovative and sustainable engineering solutions that enhance the quality of life for communities worldwide. We are committed to delivering exceptional service, value, and results to our clients while fostering a culture of excellence, integrity, and respect for the environment. We strive to be leaders in our industry by continuously improving our processes, technologies, and skills to meet the evolving needs of our clients and society.

Why work at TSI Inc.:

Join the TSI Inc. team and become part of a dynamic group shaping the future of infrastructure. We offer a collaborative environment where your expertise is valued, and your ideas are encouraged. At TSI Inc., you'll work on challenging and rewarding projects, gaining valuable experience and professional development opportunities.

We are committed to fostering a culture of innovation and sustainability, and we believe in the power of engineering to positively impact our communities.

Position Overview:

We are seeking a skilled and motivated Contract Administrator to join our team. In this role, you will be responsible for ensuring projects meet contractual, technical, safety, and quality standards. Your ability to navigate complexities, provide solutions, and build strong stakeholder relationships will be instrumental in achieving project milestones.

Key Responsibilities:

Technical:

- Administer construction contracts per Ontario regulations and project specifications
- Ensure compliance with MTO, OPSS, OPSD, GC-100, and OTM Book 7
- Review submittals, RFIs, change orders, payment certificates, and progress claims
- Interpret tender documents, drawings, and regulatory requirements
- Support dispute resolution with contract interpretations and documentation
- Manage contract close-out, including final inspections, deficiency resolution, and certification of substantial completion
- Ensure compliance with QA/QC standards during field inspections and verify adherence to contract specifications

Documentation & Reporting:

- Maintain project records, including site instructions, RFIs, submittals and deficiency reports
- Validate contractor submissions (DWRs, quantities, and time & material claims)
- Review of Daily Logs and Weekly Reports

Cost Control & Payment Administration:

- Verify payment applications and assess completed work quantities
- Assess extra work claims, verify pricing, and ensure compliance with contractual terms
- Track budgets, monitor costs, and flag potential overruns and underruns
- Assist in evaluating and negotiating claims including extra work/additional work claims

Coordination & Communication:

- Lead project meetings (pre-construction and close-out)
- Organize and facilitate monthly construction meetings with the Owner and the Contractor
- Ensure contractor compliance with project timelines and specifications
- Coordinate material testing, environmental monitoring, and quality control

Qualifications:

- Demonstrated experience as a Contract Administrator with in-depth knowledge of bridge and road construction, including construction materials and methods
- 2-5 years' experience in road and/or bridge construction projects
- University degree or College diploma in Civil Engineering; Registered as P. Eng. with PEO or rcca with OACETT
- Completion of MTO T131 - Advanced Claims - Dispute Resolution course is an asset
- Excellent communication, problem solving and attention to detail skills
- Demonstrated willingness to learn
- Ability to work both independently and in a team environment
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Familiar with AutoCAD and Civil 3D
- Ability to interpret construction drawings and specifications

Training & Certifications (Preferred):

- WHMIS
- Working at Heights
- Confined Space Entry
- Health & Safety training.

Additional Requirements:

- Valid driver's license and ability to work flexible schedules and travel to site locations within the area

Benefits:

We Offer:

- Competitive salary, benefits plan, and company pension plan
- A fantastic culture, team, and energy to work with
- Flexible working hours
- Coaching and mentoring programs

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to hr@tsigroup.ca by April 1, 2025.

Equal Opportunity Statement:

TSI Group Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.