



Job Title: Contract Administrator (CA)

Location: Kingston (1), GTA (1)

Job Type: Full-time

About TSI Inc.:

TSI Inc. is a leading consulting engineering firm that develops and manages critical infrastructure projects. With decades of experience serving government agencies, private enterprises, and communities, we have earned a reputation for delivering innovative and sustainable solutions that enhance the quality of life and promote economic growth. We specialize in transportation infrastructure, structural engineering, water resources management, environmental engineering, municipal infrastructure and infrastructure inspection and assessments.

We are committed to delivering engineering excellence and contributing to a sustainable future for our communities. Our dedication to quality, innovation, and client partnership drives us to exceed expectations and deliver projects that have a lasting positive impact.

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.

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 and benefits 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. Applications will be reviewed on a rolling basis until a candidate is found.

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.