

Position: Senior Construction Administrator

North Rock Engineering Inc. is currently looking for a Construction Administrator to join our growing highly skilled engineering team.

The ideal candidate for this role will work as a part of a multidiscipline team. As a Construction Administrator, you will be required to coordinate and administer contract award and construction administration duties for low to high valued assignments. You will be required to ensure that projects are proceeding within scope and budget, as well communicate regularly with other team members, Project Manager, and clients.

Preferred candidates will have a minimum of 8 years of direct construction administration experience. Registration as RCCA with OACETT is an asset, but not a requirement.

Job Duties

- Ability to work with others on small and large complex construction projects.
- Assist in the preparation of contract documents and specifications.
- May be required to perform constructability review of work completed by others.
- May be required to perform QC checks on work completed by others.
- Coordinate with junior and senior inspectors on larger scale projects.
- Coordinate with multiple CAs and act as Project Manager when required.
- May be asked to conduct work in the field when required.
- Perform other design/engineering duties as assigned by your supervisor.

Qualifications

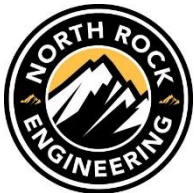
- Diploma or Degree with a Civil Engineering, Planning, or Environmental designation.
- High level of understanding and experience of civil engineering design concepts and methods.
- Strong organizational and oral communication skills.
- Strong knowledge of construction projects.
- Ability to work as part of a larger team or independently on smaller assignments.
- Ability to work as part of a team and influence a positive work environment under all circumstances.
- Possession of a valid Class 'G' Drivers License.
- Ability / willingness to travel Provincewide on multi-day projects.

Applications Instructions

Please send your resume and cover letter to kbriggs@nrock.ca by February 25, 2022. Selected candidates will be contacted for an interview.

Thank you for your interest in becoming a part of the North Rock family.

Kevin Briggs, P.Eng.



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