

Chorley + Bisset Ltd Consulting Engineers

Position: Construction Contract Administrator

Email: employmentresumes@chorley.com

Reporting to: Professional Engineer, Senior Contract Administrator

Summary:

Chorley + Bisset is an Ontario mechanical and electrical consulting engineering firm, with a staff of over 50 team members and offices in London and Ottawa. We design building services for the health care, institutional, commercial and industrial construction sectors, and we have a history of success of nearly 50 years. Our projects and clients are located throughout Southern Ontario. We are a leader in design of high-performing, sustainable buildings.

We have an immediate opening for a Construction Contract Administrator in our Ottawa office. The successful construction professional will be involved in all aspects of contract administration for the construction of mechanical and electrical building services, reporting to the professional engineer responsible for the project design work and the Senior Contract Administrator. Responsibilities will include attending and/or conducting construction site meetings, reviewing the progress of construction work, assessing compliance with the design drawings and specifications, and preparation of related inspection reports, request for information responses, change notices, etc.

We pride ourselves in provision of a high-quality service to our clients, enabled by our expert staff. We are an employee-owned company, and nearly half of our staff are shareholders/owners that are all actively involved in day-to-day operations. Our Contract Administration team provides critical professional representation of Chorley + Bisset to our clients on a daily basis. This is a challenging and rewarding position. For the right individual, this position will provide future opportunity to advance and eventually become an owner of the company.

The successful candidate's experience will include exposure to construction practices, materials and methods, as well as familiarity with construction drawings, contracts and supplementary documents. Experience should also include exposure and familiarity with either mechanical or electrical building service systems, such as HVAC, plumbing, fire protection, lighting, fire alarm, power and communications. Competency with typical office software, such as MS Word, etc, is required.

Skills / Qualifications

- Skilled Trade certification and/or completion of relevant post-secondary diploma in Architectural or Engineering Technology
- 3 to 10 years relevant experience
- Excellent communication skills, both written and verbal
- Analytical, problem solving and decision-making skills
- Ability to work in a team and independently
- Ability to work diligently and methodically under pressure
- Ability to prioritize and to manage multiple projects simultaneously

Company Benefits

- Paid overtime
- Pension plan contribution; health and dental benefits
- Paid sick, care and bereavement time
- Profit sharing
- Four-day long weekends in the Summer and office closed between Christmas and New Year's Day
- Professional society membership and fitness club membership support
- Active Social Committee organizes fun company events throughout the year

Our firm includes approximately 50 individuals, and half of them are Owners of the company. As a valued member of the team, you will work directly with engineers and project managers on critical work. Chorley+Bisset offers a competitive remuneration and benefits package. For the right individual, there is also an opportunity to become a shareholder. Please send your CV to employmentresumes@chorley.com