

Contract Manager

1. Overall Purpose

The Contract Manager will be responsible to plan, coordinate, and budget the activities for assigned contracts during the cleanup of the Tar Ponds and Coke Ovens. The Contract Manager will utilize high standard engineering expertise to ensure that quality control is maintained on all project deliverables. She/he will prepare budget estimates, progress and cost tracking reports as well as inspect and review projects to monitor compliance with permits and regulations.

2. Specific Accountabilities

- The Contract Manager will provide expertise in managing consultant and construction contracts. She/he will be assigned to oversee several consultant and construction contracts for the Tar Ponds and Coke Ovens Cleanup;
- the Contract Manager will be involved in the cleanup of the Tar Ponds and Coke Ovens from design through to final clean up. The Contract Manager will utilize high standard engineering expertise to recommend solutions to complex engineering problems;
- the Contract Manager will oversee construction projects to ensure timely completion, provide on site inspection and supervision to ensure that environmental, safety and quality control standards are met;
- the Contract Manager will be responsible to review contract designs and contract documents prepared by engineering consultants. She/he will review and recommend revisions to contract specifications, standards and practices;
- reviews and administers contracts and change orders for processing, approvals and execution. Prepare management reports and recommendations on procedures relating to contract change orders and consultant agreement amendments in order to ensure schedule and budget are maintained;
- prepare worksheets for job cost review for each contract or change order. Maintain a tracking record of all activities pertaining to each contract;
- review and update work schedules. The Contract Manager will investigate delays at construction sites to ensure that proper procedures are being carried out. Negotiate changes and additions to various contractual agreements. Confer with contractors and design professionals to discuss and resolve matters such as complaints and construction problems. Assists in resolving disputes or disagreements between consultants and contractors that may impact the timely and economic completion of construction projects;
- prepare budget estimates and progress and cost tracking reports. Inspect and review projects to monitor compliance with permits and regulations;
- provides ongoing liaison and communications with the consulting engineer on the day-to-day management of the project and provides assistance to resolve issues and problems in a timely manner;
- ensures that quality control is maintained on all project deliverables;
- attends design and construction meetings. Interface with other STPA staff, contractors, consultants, and regulators;and
- performs related work as required.

3. Skills Required for Contract Manager

- Judgement and Initiative - a high degree of individual initiative, self-reliance, resourcefulness and motivation are required for this position. Must be able to consider the relative costs and benefits of potential actions to choose the most appropriate one;
- critical Thinking - using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- decision-Making - make decisions based on engineering expertise and research performed. The Contract Manager is accountable for identifying problems, generating and evaluating alternative solutions, and making sound recommendations or decisions related to the technical delivery of contracts;
- communication Skills - effective oral and written communication skills. Must be able to express ideas effectively both orally and in writing. Ability to establish and maintain working relationships with the general public, co-workers, elected and appointed officials and other Government agencies; and
- time management - able to effectively manage, prioritize and work effectively under pressure during the demands of this project.

4. Education, Experience and Core Skill Requirements

- Requires a professional designation in a relevant Engineering discipline with a minimum of 5 years relevant project/contract management experience **or** a minimum of 10 years of relevant project/contract management experience;
- requires a proven record of success working with consultants, contractors and project stakeholders;
- proven ability to apply quality management principles and processes;
- strong communication and presentation skills, both oral and written;
- superior planning and organizational skills;
- proven mediation and dispute resolution skills; and
- proven ability to build and maintain effective working relationships with the team, industry, government jurisdictions and the community.

5. Other

Other important information that will assist the reader with a further appreciation of what is typical of this job:

The Sydney Tar Ponds Agency is a special operating agency established in 2004 to implement the \$400 million cleanup of the Sydney Tar Ponds and Coke Ovens. The Agency's activities and operations are governed by an operating charter which sets out its objects, powers and accountabilities. The Agency is responsible for all aspects of the cleanup, including project design, project management, procurement of goods and services, environmental assessment, occupational health and safety, community relations, and communications. Organizationally, the Agency consists of two operating divisions: Support Services and Project Division. Each of the two operating divisions is managed by a Director who reports to the Agency's President.

6. Reporting Relationships

The Contract Manager reports to the Project Director.