

# Senior Contract Administrator

## POSITION DESCRIPTION

Builterra is growing and we are now accepting applications for the role of a **Senior Contract Administrator** to join our Product Management Team. If you're an experienced CA with practical experience and a desire to enter the software side of the business where you'll be instrumental in taking Builterra to the next level in contract administration, we should talk.

Builterra is a civil engineering software provider in the fast-growing Architecture, Engineering and Construction (AEC) space. We launched our BIM-inspired contract administration platform two short years ago and already count dozens of big names in the industry as clients. Currently a small start-up, we're about to enter our next phase of growth so this is an amazing opportunity for the right candidate.

You'll be based in our Oshawa location and be responsible for providing product design and implementation guidelines for client on-boarding to ensure success using Builterra.

### Required Domain Experience

- Contract Administrator for infrastructure (complex highway, municipal local road, sewer, water, subdivision or site plan) construction contracts;
- Proven past responsibility for:
  - CA deliverables and monitor them as per the Consultant agreement to ensure client (owner) receives them in a prompt and accurate manner;
  - Maintain detailed daily diaries of contractor's work, direction provided, payment and issue management;
  - Familiar with change orders, claims and work directives for all work that is not covered in the contract documentation;
  - Identification, documentation and assessment for rating of deficiencies (deviations from Contractor's Quality Control Process and or OPSS standards) in the contractor's work;
  - Experience with Surveying and use of Data Collection software and hardware (e.g. Trimble, Topcon)
  - Bid Preparation and Addendums prior to close
  - CAD Takeoffs and Cost Estimating for design

### DUTIES

- Provide domain expertise for any Contract Administration workflows for product development and implementation team review and strategy
- Provide Pre-sales Demonstrations e.g. sales meetings, technical presentations and events
- Post-sales Implementation Project Management. Managing the implementation process from start to finish.
- Assist with support video and documentation for both sales and implementation support
- Participation on social media channels with technical posts and customer reviews

### QUALIFICATIONS

- Must be certified by OACETT and possess the Road Construction Contract Administrator (rcca) designation and/or registered with PEO as a P.Eng.;
- Have experience administering infrastructure (complex highway, municipal local road, sewer, water, subdivision or site plan) construction projects (i.e. minimum 10 projects completed satisfactorily, with some projects having a construction value of at least 5 Million);
- Sound knowledge of design standards, OPS specifications, standard drawings, EEM Vol. 4 CDED Manual, materials and methods associated with highway/freeway/ATMS construction;
- Knowledge and skill in interpreting and applying various construction practices; procedures and quality assurance techniques;
- Demonstrated knowledge of relevant Laws and Regulations (Environmental, Health and Safety, etc.) and their application in construction contracts;
- ability to communicate effectively both orally and in writing;
- ability to organize, prioritize and schedule work;
- ability to analyze and solve problems;
- demonstrated leadership abilities;
- Valid Ontario driver's license with an acceptable driving record.

### **Why Builterra?**

If you're a seasoned contract administrator looking for change, challenge and an opportunity to have a real impact, Builterra could be your new home.

We may be small, but not for long so this is your opportunity to get in on the ground floor of a start-up that's going places. We lead by example, working hard and fast to achieve our goals and we expect the same of everyone on our team. We'll support you and cheer you on while trusting you to get the job done.

We believe in rewarding high performing team members with flexibility and a competitive salary. If you're a driven CA who enjoys building and nurturing relationships, has a passion for training and working from our Oshawa office sounds appealing, we'd love to meet you.