



## Job Specification

**Position Title:** HEAD, CONTRACT SERVICES  
**Job Code:** MCP - General Administration AM-19, AGA19  
**Job ID:** 36898

### **Purpose of Position:**

To provide financial management and contracts and operations administration expertise, procurement advice as well as technical liaison to Remote/Field/Area, Regional and Head Office ministry staff and management, service providers, suppliers, municipalities, other ministries, Local Roads Boards, marine agencies and other third parties in all matters related to minor/major capital, maintenance and operational services such as; facilities, marine services, Connecting Links, Local Road Boards, environmental cleanup (patrol yards and Crown properties), railway crossings, remote aviation. To direct Contract Services staff engaged in providing a variety of financial, administrative and technical support services to the parties listed above.

### **Duties/Responsibilities:**

Reporting to the Manager, the position is responsible for:

1. Providing procurement, financial management and contracts and operations administration expertise and advice to Operations staff, officials of contractors/consultants, legal representatives, other provincial agencies, municipalities, third parties and suppliers to interpret ministry program policies, procedures, guidelines, practices and legislation. Identifies and discusses legal implications of contract issues with managers on financial and other policy issues and recommends appropriate solutions. Establishes consultation mechanisms to address industry concerns. Provides advice to Head Office managers regarding broad contract policies or settlement negotiations that are precedent setting, have broad provincial implications on ministry policy or may require head office intervention/assistance (e.g. new/amended policy, standards or practices). Provides advice, clarification and risk analysis of the legal and financial liability of various strategies to the ministry as well as the broader impact on relationships with the highway construction and maintenance and well as the operational services industries.
2. Providing leadership, support, directing and supervising Contracts Services Section staff engaged in providing and maintaining financial and material control of the major/minor capital maintenance programs and operational services such as; facilities, marine services, Connecting Links, Local Road Boards, environmental cleanup (patrol yards and Crown properties), railway crossings., remote aviation. Chairing interview panels and recommending successful candidates as per Human Resources guidelines; managing contingency planning ;setting and monitoring performance standards for Contracts Services staff, conducting performance reviews and providing follow-up; responding to Stage I Grievances.
3. Analyzing and forecasting of fiscal and multi-year expenditures, developing and monitoring budgets and reviewing final estimates for all contracts, Contract Administrator assignments and work programs to ensure regional ability to meet overall program commitments. Processing of all payments, holdbacks, setoffs, liens, claims and liquidated damages. Ensuring that recoverable work costs are separated and documented to allow proper recovery of funds and resolving recovery issues with municipal officials, contractors, developers, etc. Providing financial and administrative expertise and support as well as technical liaison to In House construction staff during pre construction, construction and post construction stages, including reconciling contractor payments, updating the Change Management system, generating and maintaining change orders, maintaining all other field records.
4. Ensuring consistency of the regional Contract Administrator acquisition process and documentation. Maintaining confidentiality and access by authorized parties only to Contract Administrator ratings in the ministry system (Regional Appraisal & Qualification System). Participating as a team member on provincial committees to review and assess the Contract Administrator procurement process, recommending changes to ensure standardization and integrity of the process across the province. Ensuring tendering functions follow government policies and standardization and integrity of these functions across the province. Providing expertise and support related to tendering functions such as creating projects, awarding contracts, setting up and tracking project values and current year budgets and payments.
5. Coordinating the collection of financial data for Damage to Crown Property claims, Freedom of

Information requests (FOI), Insurance claims and lawsuits as well as for the ministry construction audit process (Contract Payment Record Assessment). Ensuring staff are trained with respect to the audit process, reports are complete and payment adjustments are carried out based on the results of audit reports. Recommending improvements to contract payment policies and procedures. Providing documents and support to external and internal auditors when required.

6. Ensuring reports are complete, accurate and consistent including Maintenance Management Information reports, Bare Pavement, Salt and Sand Usage reports, Contract Administrator Assignment reports, Monthly Project Forecast reports, Monthly Endorsement Reports, Weekly Ministers Procurement Activity Report, Marine Services Reports, Monthly Financial Status reports, Monthly Integrated Financial Information System (IFIS) reports ,weekly Travelers Web Site and Road Reports including road conditions.

7. Setting up, maintaining and archiving all contract files including those with sensitive issues. Serving on various committees at both the regional and provincial level to assess the adequacy and currency of regional contract administration policies and business processes. Tracking legal agreements and notifying appropriate Operations staff as obligations come due such as obtaining bonds, letters of credit, insurance and inspections. Tracking warranty timelines for each contract and notifying appropriate staff for interim and final inspections. Maintaining an online office repository of related warranty forms and documents.

8. Ensuring the office accommodation and Occupational Health and Safety requirements are met. Ensuring Information Technology program system needs are met. Approving and tracking all Information Technology requests for the office. Maintaining inventories of all moveable assets and training requirements/history for the office. Ensuring proper handling and distribution of internal and external mail. Managing the Adopt a Highway Program by liaising with interested parties, providing training information and related supplies, assigning areas in consultation with the appropriate Maintenance staff and record keeping.

**Knowledge:**

Work requires knowledge and application of ministry and government financial policies, directives and specifications including tendering and procurement, contract laws, financial management, revenue management, accounting and budgetary procedures to manage and control the section`s services, to develop accurate budgets and expenditure forecasts and make timely accurate payments to service providers in support of the effective delivery of the ministry`s capital, maintenance and operations commitments as well as to promote government objectives including fair, open, competitive and consistent provincial procurement practices, the cost effective delivery of programs and meeting annual fiscal targets.

Knowledge of the construction, maintenance and operational services industries, engineering principles and methods, ministry technical policies and guidelines including General Conditions of contracts and change order policies as well as contract interpretation and application expertise to ensure proper approvals are obtained and contract procedures followed to effectively maintain material and financial control of the programs, to ensure owner and service provider obligations are met and to minimize risks and liabilities to the ministry and government.

Knowledge of relevant Acts such as the Construction Lien Act, the Highway Traffic Act and the Public Highway Improvement Act to ensure that the section`s activities are provided within the framework of legislative and corporate requirements.

Analytic and research skills to assess construction, maintenance and operations data and information and develop accurate forecasts and reports, recommend policy and process improvements as well as investigate and resolve complex contract issues.

Knowledge of the Engineering policy development process to assess broad technical requirements and recommend innovative policy solutions.

Consultation and facilitations skills to establish professional relationships within the ministry as well as with the construction, maintenance and operational services industries, municipal and other stakeholders, represent the region or ministry on committees and resolve complex contract issues in the best interests of the ministry.

Communication skills to provide briefings and reports to management concerning the status of programs and to provide advisory services and recommendations to management and clients across the ministry and external partners concerning financial management, contracts and operations administration and contract issues including contentious and complex issues.

Customer service skills to provide leadership and facilitate client service by section staff.

Management skills to plan, implement and control the section`s services and human resource management and leadership skills to effectively direct, motivate and develop staff.

Applying computer software programs such as word processing, spreadsheet and database programs as well as ministry programs such as Capital Improvement Delivery (CID) to prepare reports and correspondence, analyse data and trends, conduct analyses and track pertinent contract data such as

change orders and warranties.

**Judgement:**

Work is performed with a considerable degree of independence under the general direction of the Manager, Operations within legislative, policy and procedural requirements and the framework of government, ministry and regional mandates and business objectives/priorities related to transportation programs. The position exercises judgement in planning and controlling the section's objectives and priorities to align with regional, ministry and government requirements. Judgement is exercised in assessing industry and weather trends as well as the reasonableness of service provider estimates and related data to forecast expenditures and ensure proper funding to support the effective delivery of ministry programs including multi year programs. Judgement is exercised in identifying technical, financial and legal contract issues and implications and in providing financial management and contracts and operations administration advice and expertise as well as technical liaison to senior ministry staff and external stakeholders during the resolution process. The position requires judgement in directing staff in the handling of complex and contentious contract issues. Judgement is used in the negotiations of complex contract issues with service providers to mitigate the risks and costs to the ministry. Judgement is exercised in providing input to ministry financial and administrative policies and procedures, financial and administrative systems, technical guidelines as well as contract language and models.

**Accountability - Programs:**

Position is accountable for providing and maintaining financial and material control of the capital, maintenance and operations programs including ensuring government procurement practices are followed and consistently applied, expenditure forecasts are timely and accurate, funding is in place to support multi year programs and government fiscal targets are met. The position is accountable for establishing section objectives and operational plans, leading and managing services, identifying financial, technical and legal contract issues and providing advisory and consultative services to senior management and internal/external clients to resolve these issues. The position is also accountable for recommending/providing advice on the development and implementation of new and/or changes to existing financial and administrative policies, procedures and systems such as the ministry procurement, planning, payment and change management systems, technical guidelines as well as contract language and models.

**Accountability - Personnel:**

This position is responsible for the direct supervision of up to 11 staff and for effective human resource management including hiring, the monitoring of work, performance management and responding to grievances.

**Accountability - Finance & Material:**

The ministry's program consists of 2000 contracts valued at about \$2.5 billion per year. The position is responsible for the overall efficient administration of the region's capital, maintenance and operations programs' financial and material resources. The position must ensure sufficient funds are available and the accurate and timely disbursement of funds to service providers in accordance with contract language and ministry/ government policies.

**Accountability - Impact of Errors:**

Inappropriate/inaccurate budgeting and forecasting of the ministry's multi billion dollar expenditures and revenues could severely negatively impact the government's ability to deliver its program commitments and meet annual fiscal targets as well as result in missed opportunities causing embarrassment to the ministry and elected officials and ineffective use of taxpayers' money. Improper contract interpretation and application or processing of contract documents and financial transactions could result in claims, lawsuits, significant additional costs, embarrassment to the ministry and could severely negatively impact ministry relationships with the construction, maintenance and operational services industries. Inconsistent/inappropriate application of ministry and government financial and contract administration legislation, policies, procedures and guidelines such as procurement, tendering and delegation policies and technical guidelines could lead to embarrassment to the ministry and elected officials as well as lawsuits from service providers and significant additional costs to taxpayers.

**Contact - Internal:**

Regularly with senior management to provide budgeting and forecasting financial information. Frequently with ministry staff to interpret policies and procedures, provides program advice and information, recommends new administration procedures and business processes, discuss/recommend negotiated settlement of contract issues and provides strategic recommendations to legal and policy issues, and to contract services related committees and working groups.

**Contact - External:**

Frequently with the general public, consultants, contractors, representatives from municipalities, other provincial ministries, federal government, and legal authorities, to provide information/advice, explain

policies, resolve issues of concern regarding policies and programs, etc.