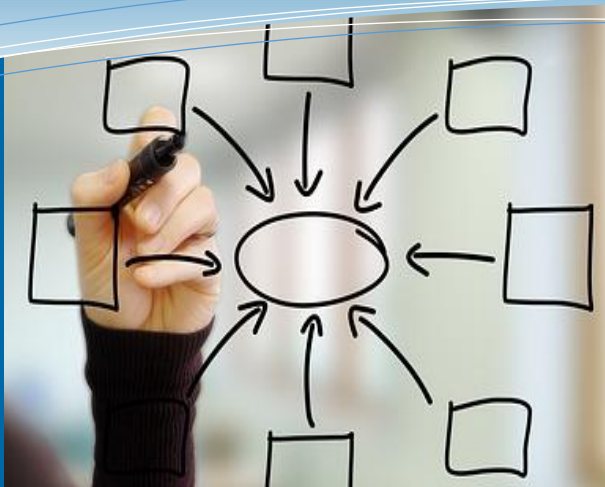


MTO | CEO COURSE INSTRUCTORS WANTED

As an instructor, you will deliver established curriculum to participants who are seeking certain designations.



Are you an experienced Ministry of Transportation (MTO) Contract Administrator in the field and have well-developed interpersonal and presentation skills?

Consulting Engineers of Ontario (CEO) is looking to develop additional instructors to facilitate and lead the MTO | CEO Highway Construction Inspection and Contract Administration courses, for Construction Administration industry staff.

- Three week-long courses are delivered over the months of January to March.
- On-the-job training and support will be provided.
- Compensation includes a daily rate and reimbursement for travel expenses.
- Instructors are also responsible for annual updates to course material, for which they will be compensated.

MUST HAVES

Sound knowledge of and experience in MTO Construction Administration practices and protocols including:

- Project start-up procedures, including initial meetings, contractor payment set-up, etc.
- Development and maintenance of a field office documentation system
- Liaison protocols with MTO Offices and third-party stakeholders (including railways, utility agencies, emergency services, etc.)
- Traffic management and lane closure notification protocols
- Estimating and processing contractor Change Orders, including the use of the MTO's Construction Administration System (CAS)
- Estimating and processing contractor Change Proposals
- Reviewing, recommending on and processing Contractor progress payments
- Preparing fiscal year expenditure forecasts
- Project close-out procedures, including the preparation of the Contractor Performance Rating, Project Construction Report and Design Package Evaluation
- Review and analysis of critical path construction

SHOULD HAVES

- Ten years of experience in the MTO CA industry, including at least five years as Project Manager and/or Contract Administration for MTO Construction Contracts, including the supervision of Construction / Contract Administration staff / activities
- Possesses an OACETT Road Construction Contract Administrator (RCCA) or P.Eng. designation
- Acquainted with the current version of the MTO Construction Administration and Inspection Task Manual (CAITM)
- Familiar with OPSS, OPSDs, MTODs, Ontario Traffic Manual (OTM) Book 7, Roadside Safety Manual, Production Rate Manual
- Knowledge of the review and analysis of critical path construction schedules
- Demonstrated contractor negotiation skills and experience in the review/analysis and provision of recommendations for construction claims and Extension of Time requests
- The ability to apply the Ontario Occupational Health and Safety Act

EVEN BETTER!

- Working knowledge of Primavera P6, Primavera SureTrak and/or Microsoft Project
- Experience in the MTO Region in which training is going to occur is considered an asset

APPLY NOW

We want you to share your knowledge and enthusiasm about the contract administration with others. If this sounds like an exciting opportunity for you, or someone you know, contact us by **June 30, 2018**.

Please direct all applications or inquiries to Cindy Gonsalves, CEO at cgonsalves@ceo.on.ca | 416-620-1400 Ext 225. The CEO Contract Administration Committee will oversee the application process.

