

Why Join SMS Engineering?

We have a saying that people come for the projects and stay because of the people. It's why the brightest join our team – it's an exciting, and supportive, place to work.

We are a fast-paced business, which provides variety and challenging work offering the opportunity to expand your knowledge base and explore what really makes you tick. Our collaborative environment will nurture your creativity while nudging you to expand your role within our firm.

Our ownership group is active in our daily operations and promotes an open-door policy of idea sharing and continuous process improvement. This access to all levels of our organization provides opportunity for career progression and to make an impact across all levels of our organization.

Our multi-disciplinary team has grown and branched out throughout the decades because we encourage our employees to develop in their careers and help them to achieve their goals.

We collaborate with other leading providers in our industry, sharing innovative ideas and achieving lofty goals.

About SMS Engineering

SMS Engineering is a privately-owned consulting engineering firm headquartered in Winnipeg, providing pre-development and planning to design and contract administration of projects to local and national clients. Our engineering specialist team delivers award winning innovative solutions to built environments.

We pride ourselves in providing outstanding designs to our clients, and we value our employees. Our workplace embraces a culture in which we never stop learning, which enables our team to develop and thrive throughout their careers. We look for people who are masterful, rigorous, collaborative, caring and accountable. Our team is open-minded and made up of people who value excellence, ingenuity, and accountability.

Are you our next Mechanical Contract Administrator?

We are seeking an experienced **Mechanical Contract Administrator** to support our current and upcoming projects. The ideal candidate will be self-motivated, highly organized, have effective attention to detail and a high degree of accuracy.

As a key member of the Contract Administration team, you will:

- Prepare and issue all contract documents, and coordinate, collect, assemble, and review all contract change documents from multi-disciplinary project teams.
- Visit construction sites (various locations within and outside the Province) to ensure conformance of contract documents and building codes.
- Provide mechanical observation reports to be distributed to the construction team.
- Review construction progress through the project including coordination of certificates of payment and certification letters.
- Chair start-up meetings when SMS is the prime consultant and attend regular construction meetings with contractors and owners as an SMS representative.
- Be the main contact to the prime consultant/owner during the construction process.
- Exercise independent judgement and analysis of significant issues to find a resolution.
- Collaborate with SMS design team, sub-consultants, and stakeholders as required.

The anticipated salary range for this position is between \$80,000-\$100,000 but will be dependent on the successful candidate's qualifications.

What You Bring:

- A minimum of 5-7 years of experience as a journeyman.
- A minimum of 2-3 years of related experience in contract administration and/or project management.
- Experience in the construction industry, contracting and consultancy is essential.
- Demonstrated proficiency in Microsoft Office.
- Strong knowledge of mechanical installations, provincial lien act and standard contract documents.
- Experience with AutoCAD and Revit is preferred.
- Excellent communication skills, verbally and in writing.
- Demonstrated problem-solving skills.
- Ability to work within a team and independently.
- Ability to travel (land and/or air) as required.
- Valid MB drivers' license

SMS Engineering is an equal opportunity employer. We welcome applications from candidates with disabilities and can provide accommodations for candidates involved in the recruitment process.



To Apply

If you are interested in applying for the position of **Mechanical Contract Administrator**, you are invited to submit a cover letter and resume in confidence to careers@SMSeng.com. Please provide your documents in PDF format and note the position in the subject line. We thank all applicants for their interest however, only those applicants selected for an interview will be contacted.