

Senior Construction Contract Administrator – Peterborough or Kitchener

As a growing regional design studio, Unity Design Studio needs the best talent to meet the objectives of our core values. We are an established, B Corp certified studio and are aggressively pursuing bold goals in design and project approach. We support agile and lean design principals and are at the forefront of the introduction of Integrated Project Delivery as it takes hold in Ontario.

With offices in Peterborough, Kitchener and Collingwood, Ontario, Unity has developed best-in-class expertise in serving the public sector (health, education, municipal, recreation, arts) and non-profit organizations (social services, culture, charities) with designs that are built upon deep stakeholder engagement. Ours is a culture that continually pushes for a deeper vision while respecting clients' constraints. Above all else, we value relationships, knowing that the best works come from trusting collaborations.

Architecture for
the human spirit

Our Purpose:

Community Makes Us Stronger

Our team is comprised of individuals who thrive on making a positive difference in society and the communities we work. We seek out like-minded individuals who share our values and beliefs, and foster trust and mutual respect through active engagement. Our goal is to create harmonious and prosperous environments that have a meaningful impact on the world around us.

Always Put People First

As a team, we believe that it is our duty to design solutions that enhance the human experience. We recognize the impact our work can have on individuals, communities, and society as a whole. Therefore, we hold ourselves to the highest possible standards, constantly pushing ourselves to innovate and create designs that positively impact people's lives.

To Lead With Integrity

As stewards, we take responsibility for the impact our designs and actions make on people and our planet. We are committed to making choices that positively impact our world. We strive to create work that is timeless and ensures a stronger and more balanced future for all.

Our Culture Guides Us

Unity Design Studio Inc.
705 743 3311
info@unitydesignstudio.ca

Peterborough Studio
138 Simcoe Street,
Peterborough, ON K9H 2H5

Collingwood Studio
43A Hurontario Street,
Collingwood, ON L9Y 2L7

Kitchener Studio
72 Victoria Street S, Suite B1
Kitchener, ON N2G 4Y9

We are proud of the collaborative and inclusive environment we have established. Our culture pushes all of us to be creative and innovative in our process, thought, and design every day. This amplifies the impact of every solution and allows us to succeed by being flexible – embracing the world as it changes. We encourage levity alongside discipline and provide opportunity and growth for everyone on our team. It's who we are.

Unity is seeking an experienced and highly organized **Senior Construction Contract Administrator** to join our dynamic team. This senior-level role is critical to the successful execution of the Construction Administration (CA) phase for a range of complex, multi-million-dollar architectural projects. The ideal candidate brings deep expertise in construction contract administration, proactive problem-solving skills, and a commitment to mentoring others while ensuring high standards of quality control and project delivery.

Key Responsibilities:

Project Leadership

- Serve as the primary liaison between Construction Managers/General Contractors, the Client/Owner, and the architectural and engineering teams throughout construction.
- Attend Owner-Architect-Contractor (OAC) meetings and lead/participate in consultant and trade coordination meetings to resolve site issues or technical clarifications.
- Conduct regular site reviews to monitor work for conformance with design intent and contract documents; prepare and distribute site review reports.
- Manage and maintain comprehensive logs for RFIs, shop drawings, contemplated change notices (CCNs), change directives (CDs), site instructions (SIs), change orders (COs), and submittals.
- Coordinate the timely response to RFIs and ensure efficient review and return of contractor submittals and shop drawings.
- Evaluate contractor quotations and make informed recommendations to the client for approval.
- Review and process monthly payment applications, preparing Certificates for Payment in accordance with contract terms, prompt payment, and lien legislation.
- Manage project close-out processes, including review of closeout submittals and substantial performance documentation per the Construction Act.
- Provide regular reporting to the Principal, Quality and Delivery on project progress, construction quality, schedule adherence, and fee status.

Quality Assurance & Technical Excellence

- Collaborate with Principals and Directors to continuously refine CA processes and integrate lessons learned into future project documentation and delivery.

- Support quality control (QC) reviews at the completion of the Construction Documentation phase, focusing on coordination, constructability, technical accuracy, and lessons learned.
- Lead QA inspections and verify compliance with contract documents, specifications, and applicable regulations prior to issuance.
- Champion best practices in construction administration and technical delivery across the studio and onsite.
- Maintain accountability for the quality and accuracy of your work.

Team Leadership & Mentorship

- Mentor and support the Construction Contract Administration staff, fostering growth, accountability, and technical development.
- Collaborate with leadership (Principals, Technical Directors, Associates) to identify and address recurring issues and improve project delivery standards.
- Review project documentation prior to the construction phase to anticipate potential coordination or constructability issues.
- Participate in regular leadership meetings to discuss project performance, resource planning, and scheduling.

Studio Culture & Collaboration

- Contribute to the studio's culture, strategic objectives, and collaborative environment.
- Foster strong working relationships with clients, consultants, and colleagues across project teams.
- Assist the Principals in reinforcing a positive reputation for quality and responsiveness in all external interactions.
- Participate in the day-to-day operations and continuous improvement of studio workflows.

Qualifications & Experience:

- Minimum 7 years of progressive experience in Construction Contract Administration, preferably within an architectural practice in Ontario.
- In-depth knowledge of CCDC contract documents and the respective roles of consultant, contractor, and client. Familiarity with CCDC 2, 5A, 5B and 30 is an important asset.
- Working knowledge of the Construction Act, including lien legislation, prompt payment legislation and processes related to substantial performance.
- Skilled in Bluebeam, Revit, AutoCAD, Microsoft Word and Excel.
- Exceptional written and verbal communication skills, with the ability to draft clear site reports, technical correspondence, and project documentation independently.
- Strong attention to detail with the ability to manage multiple priorities and meet tight deadlines.

- Valid Ontario Driver's License and access to a vehicle for site visits.
- A proactive, solutions-focused mindset with the ability to work collaboratively and with a high degree of professionalism.

What we offer:

- An opportunity to work for the highest-ranking B Corp certified architectural firm in Canada.
- A competitive salary with advancement and growth opportunities.
- Extended Health Benefits (Health, Life and Dental).
- Professional association fees paid by Unity (OAA, RAIC).
- Continuing education allowance of \$1500.00 annually.
- Hybrid work environment with 3 days on site in Peterborough or Kitchener and 2 days remotely.

What you can expect during the hiring process:

- 2 initial pre-screen questions via email.
- 1st interview with the Administrative Principal and the Principal of Project Management.
- All applicants will be notified of whether they will advance.
- 2nd interview with all Principals of Unity.
- Decision and offer within 2 weeks of commencing the interview process.

Unity prides itself on our fair and equitable hiring practices. We encourage candidates from all backgrounds to apply. If you are an applicant with disabilities and require accommodations, please let us know at the time of contact and provisions will be arranged.

Only candidates selected for an interview will be contacted.

Please submit a cover letter, resume, and portfolio to Administrative Principal Kristy Hook at khook@unitydesignstudio.ca.

This job posting closes on **May 2nd, 2025**.

Thank you for your interest in Unity Design Studio.