



Mechanical Contractors Association of Canada



MECHANICAL CONTRACTING CAREERS

CONTRACT ADMINISTRATOR

Can you review contracts and specifications to determine company commitments and obligations? Do you have a good understanding of contract law and regulation? Do you have strong administrative and organizational skills? If your answer to these questions is yes, then you could become a construction industry Contract Administrator.

Also known as

- Construction Contract Administrator
- Contract Management Officer
- Contracts Officer
- Material Management Officer
- Supply Officer, Government

What the work is like

Contract administrators must be familiar with all the details in project contract and subcontract documents, including the plans and specifications described in the contract documents.

They are employed by project owners, project designers and engineers, and by general contractors. In smaller organizations, contract administrators may also perform other tasks.

Contract administrators work in all four sectors of the construction industry: New Home Building and Renovation, Heavy Industrial, Institutional and Commercial, and Civil Engineering.

Your duties

Contract administrators perform the following types of activities:

- review plans, specifications and contracts to ensure the correct equipment, material and subcontractor services are ordered and/or purchased
- determine or negotiate contract terms and conditions, award supplier contracts or recommend contract awards
- manage paperwork related to contracts
- establish delivery schedules, monitor progress, and contact clients and suppliers to resolve problems
- work with project managers, architects, engineers, owners and others to make sure project goals are met

Work conditions

In most cases contract administrators work in offices. On large construction projects they may work out of site offices. In both cases, they will probably spend some time on site making sure that equipment and materials meet contract and/or subcontract requirements.

As with all careers in the construction industry, safety is the top priority. While on construction or other job sites, contract administrators must be aware of and comply with all relevant safety policy and procedures.

Essential Skills

Human Resources and Skills Development Canada (HRSDC) has identified nine Essential Skills that are necessary to succeed in the workplace. These skills provide the foundation for learning all other skills and apply to most construction careers. Best of all, you can learn and improve on these skills in school, on the job and during your everyday life. The nine essential skills are Reading Text, Document Use, Numeracy, Writing, Oral Communication, Working with Others, Thinking Skills, Computer Use and Continuous Learning

Typical background requirements

- A bachelor's degree or college diploma in business administration, commerce or economics is usually required.
- Contract administrators dealing with contracts or subcontracts for specialized projects may require a related university degree or college diploma. For example, a bachelor's degree or college diploma in engineering may be required for purchasers of industrial products.
- Experience in the construction industry is beneficial.

Training and certification

The US-based Construction Specifications Institute is a good source of information on courses and training providers for this occupation. The institute offers training courses in construction contract administration through the Construction Education Network, and also awards the Certified Construction Contract Administrator (CCCA) designation to contract administrators who meet their certification requirements. For more information, visit www.csinet.org.

Salary ranges

Contract Administrator hourly wages vary depending on the contract, the company, collective agreements, and local and national economic conditions. Typical hourly wage ranges for contract administrators (based on national or regional averages) are as follows:

Entry-level contract administrators

Region	Typical hourly rate
National average	\$10-\$17
Atlantic Canada	\$9-\$13
Ontario and Quebec	\$10-\$15
Western Canada	\$10-\$17

Based on national averages, inexperienced workers can earn annual salaries ranging from \$21,000 to \$35,000 per year, not including overtime.

Experienced and/or trained contract administrators

Region	Typical hourly rate
National average	\$16-\$23
Atlantic Canada	\$13-\$18
Ontario and Quebec	\$16-\$23
Western Canada	\$15-\$25

Based on national averages, experienced workers can earn annual salaries ranging from \$33,000 to \$48,000 per year, not including overtime.

Highly experienced contract administrators

Region	Typical hourly rate
National average	\$24-\$34
Atlantic Canada	\$21-\$29
Ontario and Quebec	\$25-\$32
Western Canada	\$28-\$36

Based on national averages, highly experienced workers can earn annual salaries ranging from \$50,000 to \$71,000 per year, not including overtime.

This work can involve overtime, so your total annual salary will vary depending on the number of overtime hours you work.

In addition to the hourly rate, many construction industry workers receive statutory holiday and vacation pay. Depending on the contract, you may also receive benefits such as group insurance for health, dental, and vision care, retirement packages and training benefits up to 30% of your hourly rate. If you are self employed, it is up to you to arrange your own benefits.