



Role Overview

The Business Unit Leader (BUL) – Contract Administration and Field Review (CAFR) is responsible for two main functions: management of the practice from a business and leadership perspective, and fostering the development of the profession. In this role, you will support the development of the CAFR group as well as Designers and Project Managers from the other Business Units and Design Disciplines.

The BUL will leverage their expertise in contract administration and field reviews, combined with their ability in leading others to enable the CAFR team to achieve demonstrated excellence in profitable project execution, risk management for the firm and business management of the profit centre. BULs require the ability to provide exceptional service to internal and external clients with a fully integrated and forward-looking approach.

The BUL- CAFR reports to the Chief Operating Officer (COO) and is responsible for establishing and developing a strategic plan for the Business Unit (BU) that is aligned with WalterFedy's core values and based on balancing customer service, quality, risk management, efficiency and profitability. The BUL is responsible for the alignment of the strategic plan with day to day project implementation.

The BUL – CAFR is responsible for overall project performance during the contract administration phase in accordance with the consultant's roles and responsibilities during the project delivery cycle as mandated by the Ontario Association of Architects (OAA) and the Association of the Professional Engineers Ontario (PEO). The BUL will also be committed to creating un-biased work environment among the CAFR team that will

WALTERFEDY
675 Queen Street South
Suite 111, Kitchener, Ontario
Canada N2M 1A1

T 519.576.2150
F 519.576.5499

WALTERFEDY.COM



contribute to the success of all stakeholders in the project delivery process including Owners, Consultants and Contractors. The BUL shall ensure an ongoing CAFR team mindset towards successful project delivery and added value.

What We Need

- Experience in managing a BU/profit centre is an asset.
- Technical experience in the following areas:
- Strong and demonstrated experience in all aspects of the different project delivery phases with focus on Contract Administration and the various types of construction and design contracts and project delivery methods.
- Strong knowledge of CCDC, ACEC, OAA and CCA forms of contract.
- Construction, Architectural or Engineering College Diploma or University Degree combined with minimum 15 years of progressively responsible experience in all aspects of project delivery with focus on construction, contract administration and field reviews.
- Strong understanding of Architectural/Structural and/or Mechanical/Electrical building systems, materials and methods.
- Strong and demonstrated experience in risk assessment and management in the context of business management and design/construction contracts.
- Strong ability to perform quality reviews on design and construction documents at various stages of project delivery, and experience in providing critical review on constructability.
- Excellent understanding of all governing legislation and regulations, including but not limited to the Occupational Health & Safety Act (OHSA) and other related regulations.
- Understand and advise WalterFedy and Owners on potential risks and issues related to projects.
- Strong knowledge of construction related timelines for projects, and be able to advise and protect WalterFedy and the Owner from financial risk associated with cost overruns and delay claims etc.
- Strong oral and written skills.
- Strong and effective organizational and problem-solving skills with the ability to resolve complex construction-site related issues and disputes.
- Sound estimating understanding for evaluating change requests and other contractor claims.
- Previous experience using contract administration and/or project management software.
- People leadership and management experience, including strong and demonstrated experience in managing, coaching and mentoring staff.
- Ability to effectively demonstrate and instill WalterFedy's integration philosophy.
- Strong business management and operations experience.
- Exceptional internal and external client focus.
- Ability to effectively manage a complex and developing business environment.
- Strategic planning and analysis.

WALTERFEDY

675 Queen Street South
Suite 111, Kitchener, Ontario
Canada N2M 1A1

T 519.576.2150

F 519.576.5499

WALTERFEDY.COM



Working Conditions and Safety

Minimum standard hours are 37.5 hours/week. Overtime hours will be required to meet project and staff needs. Ability to travel away from the office is required, assisting with and/or attend on-site project meetings and attending networking events.

This role works within overall company safety policies and procedures, adheres to any applicable federal or provincial legislation, and holds “Supervisor” responsibilities under the OHSA.

Why Join Our Team?

We offer challenging and rewarding careers, and are committed to integrity and business ethics, with safety as a top priority. We promote a healthy balance between our employees’ professional and personal lives, taking time to appreciate our work and celebrate our achievements. To learn more about our company visit our website at www.walterfedy.com/firm/about

How to Apply

Please email hr@walterfedy.com with your cover letter and resume, indicating the position you are applying for. Also, visit our website for additional details on this opportunity: www.walterfedy.com.

If you are an applicant with disabilities and require accommodations, please let us know at the time of contact and provisions will be arranged.

Thank you for your interest in WalterFedy!

Location: **Kitchener Office**

675 Queen Street South, Suite 111
Kitchener, Ontario, Canada, N2M 1A1

JOIN OUR TEAM
WALTERFEDY

WALTERFEDY

675 Queen Street South
Suite 111, Kitchener, Ontario
Canada N2M 1A1

T 519.576.2150

F 519.576.5499

WALTERFEDY.COM