

## **Company Overview**

The FMI Group is an electrical contracting company that specializes in construction of large-scale energy generation, transmission and distribution projects. We are proud to consider ourselves to be a leading industrial utility service provider within Western Canada, executing projects in British Columbia, Yukon Territory, Alberta, and Manitoba. Based in Nanaimo, the Company has been family-owned and operated for over 30 years and offers a caring and collaborative work culture. A sense of adventure, pride and fulfillment is built into every career at the FMI Group.

## **The Opportunity – Construction Contract Specialist / Project Controls**

We are looking for a resourceful individual who has great attention to detail and is interested in being a supportive team member with a quickly-growing Company. As a Construction Contract Specialist / Project Controls, you will be empowered to develop, negotiate and manage contracts, ensuring compliance with all regulations, contract terms and conditions. This position requires skilled leadership and effective communication, negotiations and problem solving. If you thrive in a fast-paced environment under tight deadlines, enjoy collaborating and communicating with your teammates, are goal-oriented and professional, this rewarding opportunity may be for you.

## **Position Summary**

The Construction Contract Specialist / Project Controls is based in Nanaimo BC and is responsible for supporting the operations team in contract review, change management and negotiations. Critical job elements include document management and review, ensuring that claims or changes submitted are timely and per contract requirements, as well as performing status reporting, risk management, and escalation of issues that cannot be resolved within the team.

## **Essential Duties and Responsibilities**

- Write, edit and review contracts to ensure that documents meet established standards, regulations and compliance.
- Evaluate subcontracts to ensure compliance.
- Negotiate, establish, and administer contractual arrangements and procurement proposals.
- Evaluate and/or monitor contractor performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations.
- Analyze and approve or reject internal and/or contractor requests for deviations from contract specifications and delivery schedules.
- Analyze price proposals, financial reports, and other data to determine reasonableness of prices; review and interpret contract provisions to achieve cost efficiencies and reductions where feasible.
- Assess contractor service value and performance; research and evaluate potential contractors and vendors relative to cost and capabilities, develop and coordinate acquisition alternatives as appropriate.
- Liaise with the project team and contracting representatives to ensure compliance with contract specifications and resolution of problems and issues as they arise; arbitrate claims or complaints occurring in performance of contracts.
- Build productive relationships with clients and vendors; manage different opinions, facilitate discussion, lead negotiations, resolve conflict and find resolution.
- Be proactive with communicating feedback where questions or potential risks arise; particular attention on decreasing turnaround time, meeting deadlines, streamlining work process, working cooperatively and jointly to provide quality customer service.

- Continually monitor and evaluate contractor performance against contract specifications, and recommend appropriate remedial action as necessary.
- Serve as the point of contact for general inquiries regarding contracts, service needs and reporting.
- Keep all information confidential regarding contract and client information.
- May assist and/or provide input into the formulation, development, and/or revision of operating policies, procedures, best practices and strategies for the organization, as appropriate.
- Perform other miscellaneous job-related duties as assigned.

## **Education, Experience, and Credentials**

- Bachelor's Degree or Diploma in Project Management, Engineering, or Law.
- At least 5 years experience in Contract Management (Required).
- Knowledge of industry principles and practices in Construction Contract Management (Required).
- Intimate knowledge of contract terminology and styles (Required).
- Proficient in the use of Microsoft Word, Excel, Outlook, Project, and PowerPoint (Required).
- High level of competency in negotiation and influencing; must be able to negotiate in person and through written communications.
- In-depth understanding of project controls, techniques, cost control, earned value, scheduling and the effect of change.
- Strong writing, editing, and document management skills.
- Effective relationship management and personal interaction skills.
- Advanced critical thinking and problem solving skills; ability to identify and implement alternative solutions.
- Extremely organized with strong attention to detail.
- Project Management experience is a desirable qualification.
- Valid Driver's License.
- Willing to travel to job sites as required.

## **Compensation and Perks**

- The FMI Group offers a competitive above-market compensation and benefits package, including an RRSP contribution matching program.
- Our employees are entitled to 29 days of paid time off each year.
- We invest in team building and leadership events, as well as professional training and development.
- We reward hard work and dedication with limitless opportunities.
- Our steady, strategic growth revolves around a commitment to quality.
- We believe it is everyone's responsibility to promote safety, regardless of job titles.