
Job Title:	Contract and Security Administrator (Water & Wastewater)		
Job Opening Id:	20810	# Required:	1
Business Unit:	Public Works	Division:	Water & Wastewater
Location:	Integrated Systems	Standard Hours:	40.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	6	Salary Range:	\$73,525.00 - \$86,500.00
Post Date:	2018-08-07	Close Date:	2018-08-17

Summary

Reporting to the Manager, WWW Maintenance Support, the W/WW Contract & Security Administrator is responsible for reviewing, amending and administering materials procurement, maintenance service contracts, security coordination and administration for the Water & Wastewater Division.

Education

- Post-Secondary diploma in Engineering Technology Program.
- An equivalent combination of education, experience and qualifications may be considered.
- Post-Secondary diploma in Civil Engineering Technology Program is preferred.

Knowledge

- 3+ years of contract administration experience preparing contracts and bid qualification documents.
- 2+ years of Project Management experience is preferred
- Knowledge of provisions of the Occupational Health & Safety Act, NSF Standards or equivalent.
- Proficiency in Microsoft Office.
- Knowledge of security platforms (e.g. Lenel) and CCTV is preferred.

Responsibilities

1. Administer, review, amend and manage a contract portfolio for the Water & Wastewater Division.
 - Lead contract administration in Water and Wastewater Division, managing a portfolio of materials procurement and maintenance service contracts.
 - Prepare authorizations and requisitions for contract approvals.
 - Manage work order activities related to contracted services in accordance with established workflows.
 - Maintain the requisition data repository and provide support to Divisional Stakeholders for requisitioning services.

- Audit and prepare amendments to the annual contracts for Divisional Stakeholders, including contracts for chemicals, maintenance services and inspections.
- Maintain detailed daily work diary that will be retained for 5 years for reference in the event of litigation.
- Monitor expenditures, unit costs and productivity within the contract to meet pre-established standards and take/recommend corrective action when necessary.
- Review Divisional purchase practices and recommend opportunities for strategic procurement can be achieved.
- Prepare monthly progress reports for Manager, bringing to attention all deficiencies, delays, and contract amendments.
- Respond to emergencies, complaints and requests for service and take necessary action following established workflows.
- Maintain W.S.I.B. and applicable insurances for contracts administrated within assigned portfolio.
- Collaborate with Divisional stakeholders and inter-departmental teams in supporting / leading contract administration continuous improvement initiatives.
- Collaborate with key stakeholders to monitor, review and update established contract procurement workflows reflect process changes.

2. Responsible for security administration and coordination.

- Administer security card management and Access Control for W-WW facilities, including engagement and collaboration with inter-departmental teams and external service providers.
- Monitor and respond to Integrated Systems Facility Security System Alarms.
- Administer electronic key assignment for Divisional stakeholders and 3rd Party Contractors.
- Perform Closed Circuit Television (CCTV) administration, according to Niagara Region Video Surveillance procedures.
- Provide administrative support to W-WW Maintenance Managers for Contracted Security Maintenance.
- Perform Project Management for security capital projects and upgrades to existing infrastructure.
- Participate/Chair the Security Advisory Committee quarterly meetings to review the security programs, systems and practices at all Water and Wastewater facilities.
- Conduct annual review of the properties and operations as per section 3.4 of the Security Procedures Manual.
- Prepare and submit annual report of assigned security portfolio to the Manager.
- Review the Security Procedures Manual annually.
- Actively participate on internal and external committees that develop and execute best practices in the field of technical and physical security infrastructure.
- Keep abreast of international / national technical standards and guidelines pertaining to the field of security in critical infrastructure.
- Manage the distribution & return of corporate properties that are used as access control devices & equipment.
- Lead / interface with enforcement and legal agencies for security incidents and investigations.
- Ensure all security equipment are compliant with the Region's Video Surveillance Policy and Procedures.
- Respond to direct requests from Police and other legal authorities for release of W-WW security intelligence.
- Collaborate and participate with Canada National Security on emerging security threats and vulnerability to W-WW Sectors.

- Conduct investigations for all security incidents in W-WW facilities and infrastructure, liaise with Police and other legal authorities, and prepare report as per Divisional guidelines.

3. W-WW Security Systems Maintenance and special projects.

- Plan & design physical security systems that meet or exceed technical security standards and develop detailed scope of work with budgetary cost estimates to be obtained through Niagara Region procurement practices and contract administration.
- Maintain specialized hardware and software applications for electronic keying systems and card access control.
- Maintain and manage security hardware and software applications in Video Management platforms and intrusion detection systems.
- Collaborate with Region's IT stakeholders and 3rd Party Contractors to maintain the Region's integrated Security System Network.
- Make recommendations for future contracts that may arise from current W-WW Infrastructure and Security Capital projects.
- Responsible for Security Management Master Plan updates, as per Security Advisory Committee mandate.
- Update and maintain the W-WW Division Security Procedures Manual and Technical Security Standards.
- Prepare and conduct training of security procedures and practices for Divisional stakeholders and Contractors.
- Maintain the security logging software (e.g. Incident Resolver) and prepare monthly incident summaries for the Manager.
- Participate on CANASA, Region and /or Divisional committees as required.

4. Ensure compliance with provisions of the Occupational Health and Safety Act, Ministry of Environment and Climate Change, Ministry of Labour, Ministry of Transportation, the Region of Niagara's Water and Wastewater Security Standards and all applicable standards, codes and regulations.

- Collaborate with Divisional stakeholders to ensure contracts for inspection of all process instruments and safety equipment, are expedited in a timely manner to ensure compliance with applicable regulations.
- Coordinate with Divisional stakeholders to ensure maintenance schedules and their associated service contracts meet regulatory requirements.
- Collaborate with Divisional stakeholders to ensure currency of codes, standards and regulations applicable to administered contracts.
- Participate in the development and/or revision of standard operating procedures related to contract administration.

5. Administer the Automatic Vehicle Locator (AVL) program.

- Administer Divisional User Groups and Web application services.
- Provide AVL Web Application Services support to AVL Users.
- Generates AVL metric reporting to meet divisional business needs.
- Collaborate with Public Works stakeholders to coordinate AVL device maintenance and management.

- Generate custom reports from the Automatic Vehicle Locator program (AVL), as required by Managers for vehicular or other incident investigations.
- Collaborate with EAM support and Human Resources to facilitate Canada Revenue Agency reporting requirements for taxable benefits related to vehicle usage.
- Collaborate with EAM Support to maintain application interfacing with external service provider.

Special Requirements

- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

Shift Information

Currently scheduled 7:00am to 3:30pm.

Closing Statement

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application to [**Job Opening #20810 - Contract and Security Administrator \(Water & Wastewater\).**](#)

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.