

# LANDSCAPE CONTRACT ADMINISTRATOR, INFRASTRUCTURE & ENVIRONMENT

EDMONTON, AB

MMM Group is passionate about making a difference in communities through delivering innovative solutions that promote economic, social and ecological viability. Our employees improve and transform neighbourhoods across Canada and around the world, delivering diverse and sustainable solutions that become a reality through their project contributions.

We are valued and trusted by our clients and partners because of our commitment to deliver outstanding work and customer service every single day. Our employees are the reason behind our success, and we strongly believe in providing the resources, opportunities, training, and guidance needed to help them reach their full potential.

Take the next step in your career and join a great employer – one that provides an exceptional and dynamic work environment that motivates, and encourages teamwork, initiative, and creativity. With us, you will have continuous opportunities for professional growth and development; along with the opportunity to work on award-winning projects alongside highly-respected individuals who are authorities in their fields; and the opportunity to make a difference.

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## POSITION DESCRIPTION

MMM is currently seeking a Landscape Contract Administrator for Land Development, Municipal, Institutional and Environmental projects based out of our Edmonton office.

## RESPONSIBILITIES AND DUTIES

- Project coordination and inspection for various phases of Land Development, Municipal and Institutional projects;
- Produce project contracts and specifications ensuring all aspects of constructing the landscape design are encompassed;
- Prepare and submit progress claim certificates based on contractor/project coordinator submitted quantity recommendations, including review and approval of force accounts;
- Administer the contract tendering process based on schedule of quantities provided from Landscape Architectural design team;
- Coordinate and conduct field project construction meetings including involvement in client and design meetings to initiate the construction phases of the projects;
- Review design drawings for constructability and compliance with local regulations;
- Coordinate legal survey and geotechnical sub consultants for specified contract components;
- Liaise with clients, contractors, and sub consultants; and
- Assist with other duties as required.

## QUALIFICATIONS

- Diploma in Landscape Architectural Technologist (L.A.T.) or Degree in Landscape Architecture (B.L.Arch., M.L.Arch.) with 2 to 5+ years of experience and an emphasis on field coordination and construction administration;
- Ability to interpret construction drawings and specifications;
- Understanding of the City of Edmonton and surrounding municipalities CCC and FAC process;
- Good working knowledge and experience in Microsoft Word, Excel, Project and Outlook are valuable assets;

- Good working knowledge of AutoCAD and drafting skills will be considered an asset;
  - Excellent communication skills – written and verbal, including teamwork and interpersonal abilities;
  - Comfortable in working independently in both an office and field environment; and
  - A suitable working vehicle and valid driver's license are required for this position.
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Please note that all offers of employment for safety-sensitive positions involving fieldwork are contingent upon candidates being able to perform key physical tasks of the job as described in the job posting and interview. This may include the ability to work in a variety of environmental conditions, such as remote or isolated areas, working alone, and in inclement weather (within safe and reasonable limits).

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To learn more about this position, our firm and the projects we have been involved in, or to apply to this position, please visit our website: [mmmgrouplimited.com](http://mmmgrouplimited.com). Be sure to include a list of relevant projects that would be pertinent to this position. In an effort to reduce our environmental footprint, we strongly encourage applicants to submit their resume online.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. MMM Group is proud to be an Equal Opportunity Employer. Candidates applying for this role must be legally able to work in Canada for any employer.

**[mmmgrouplimited.com](http://mmmgrouplimited.com)**

**Click here to apply:** <http://chj.tbe.taleo.net/chj05/ats/careers/requisition.jsp?org=MMM&cws=6&rid=2675>