

Source: BC Hydro

Job Title: Contract Admin Technologist

Job Location: Burnaby, BC, V3N4X8

Annual Salary: \$ \$ 78,000.00 - 84,100.00

Powered by water... and by people like you

Providing clean electricity to 4 million customers takes a diverse workforce and that's where you come in. We need your talent to help us build major projects to meet growing demand. To help our customers find clean energy solutions for their homes and businesses and to be ready to respond during storms and outages to keep our system reliable.

Working for BC Hydro is meaningful. And now, the stakes have been raised as we work towards a solution to climate change while safely providing clean, affordable electricity to our customers.

We offer a healthy work life balance, training opportunities and career progression. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers. Join us as we build an even cleaner B.C.

JOB DESCRIPTION

Duties:

- Capital Construction, within Project Delivery, is responsible for a multi-billion dollar portfolio comprising of more than 2,000 active contracts. The Capital Construction Group safely delivers large, multi-disciplined, complex high-risk projects that span multiple years. The group adheres to well-developed standards, has developed and maintained outstanding supplier partnerships as well as stakeholder and First Nations relations. Through continuous improvement of our people, processes, and tools, we are responsible for all aspects of the safe construction of capital projects. The Contract Management team is recruiting for two (2) Contract Administration Technologist positions to support two distinct departments within Capital Construction: the Oversight & Conformance (O&C) Team and the Contract Management Interior Team. Oversight & Conformance (O&C) Team The O&C team is responsible for leading the end-to-end management of contract activities for External Service Provider (ESP) Master Service Agreements. This includes both pre-award and post-award contract administration, ensuring compliance with contractual obligations, consistency in delivery, and alignment with BC Hydro's contract management framework. Contract Management Interior Team The Interior team focuses primarily on post-award contract administration, with some involvement in pre-award activities across a range of contract types supporting projects in the interior• Performs a variety of duties associated with contract management/task management functions such as providing direction on contractual matters, discussing, clarifying and following up on commercial, associated technical and legal concerns with other members of the project team; prepares monitoring plans and assigns responsibility for verifying, expediting and approving plans detailing

production schedules, drawings, instruction manuals, shipping reports, manufacturing period,

- testing and acceptance delivery of materials/parts and vendor performance; follows up to adjust schedules and /or expediting performance expectations; prepares purchase requisitions.
- Coordinates expediting of work including meeting with vendors to ensure work progress meets schedules, quality and cost factors; prepares contract change orders and/or prepares and negotiates changes or adjustments to contracts; administers contract payment by reviewing invoices and related documentation for work completion, preparing payment certificates and approving within assigned signing authority, preparing hold-back release payments and assigning applicable taxes to payment items; initiates work orders and prepares related invoice requisitions to collect back charges resulting from contract deficiencies; prepares and issues Local Purchase Orders.
- Administers warranty claims for equipment or systems that have failed within warranty period by enforcing contract provisions, negotiating settlements, establishing legal position and ensuring work is completed; resolves contract termination issues and ensures work is completed through other resources.
- Provides a contract administration services for the tendering of supply, supply and install and consulting services contracts by preparing contract tender documents comprising commercial terms and conditions and technical specifications, reviewing the technical specifications of work to be contracted to ensure that the commercial and technical portions are effectively integrated for straightforward tender evaluation and optimal management after contract award, preparing Question and Answer series and tender addendums during the tender process, analyzing tenders for deliverables and commercial viability noting exceptions and shortcomings, preparing tender evaluation documentation including award recommendations for management approval and approving awards within assigned signing authority.
- Provides technical direction and guidance to, and performs some of the same duties as the Contracts Clerk Leader and Contracts Clerk 4 .
- Performs duties of a minor nature related to the above duties which do not affect the rating of the job.

Qualifications:

- Must have completed a National Diploma from an Institute of Technology in Business Administration, Electrical, Civil or Mechanical
- A minimum of eight years experience in electrical utility design or supply chain functions.

WHAT WE OFFER

- A comprehensive benefits package - A minimum of 15 paid vacation days - A lifetime pension - Flexible work model, depending on your role type - Training and development courses For more information on the benefits we offer, visit bchydro.com/benefits.

ADDITIONAL INFORMATION

- This position is affiliated with the Movement of United Professionals union (MoveUP/COPE). <http://moveuptogether.ca> Burnaby, British Columbia, Canada V3N 4X8 Before you apply, please confirm you meet BC Hydro's time in role requirement. M&P employees must meet the time in role requirements specified in the updated M&P TIR policy. For MoveUP and IBEW employees, the current time in role as outlined in the Collective Agreements will apply. Don't forget to update your Candidate Profile with your current resume and copies of your certifications. If applicable, include your Trades Qualification. This will ensure we have all the necessary information to assess your application without any delays. Date Posted: 2026-06-23 Closing Date: 2026-07-07 52440692 For internal use

How to Apply

Interested candidates should submit their applications online at https://app.bchydro.com/careers/current_opp.html by July 7, 2026.

[Click here](#) to access the job posting or visit the BC Hydro "Current Opportunities" Careers page to view and apply for jobs.

You must use a supported browser, such as Firefox, Internet Explorer, Google Chrome or Safari. Your pop up blocker will also need to be disabled for the BC Hydro Careers site.

On the BC Hydro Careers site, click on the Apply button in order to complete the steps to apply for this job. Please be sure to update your Candidate Profile with your current resume and include copies of your certifications, if applicable.

We're always looking for exceptional people to bring new ideas, fresh thinking and the motivation to help shape the electricity system in B.C. It's an exciting time to be a part of our team as we invest in our system and prepare to meet the challenges of tomorrow.

Our values guide our work. Want to join us?

- We are safe.
- We are here for our customers.
- We are one team.
- We include everyone.
- We act with integrity and respect.
- We are forward thinking.

BC Hydro is an equal opportunity employer.

We include everyone. We welcome applications from anyone, including members of visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

We are also happy to provide reasonable accommodations throughout the selection process and while working at BC Hydro. If you require support applying online because you are a person with a disability, please contact us at Recruitmenthelp@BCHydro.com

Flexible work model role definitions

- **IBEW/Field** – No option to work from home
- **Resident** – Works primarily (4+ days per week) in the office.
- **Hybrid** – May be able to work from home up to 3 days per week.
- **Remote** – Works from home 4+ days per week