

**Job Title: Construction Administrator II****FLSA Status: Exempt****Reports to: Senior Construction Administrator/Partner**

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**SUMMARY**

Responsible for the overall administration of the construction phase of projects.

**Primary Responsibilities:**

Includes the following and other duties may be assigned.

- Familiar with providing a variety of the field's concepts to construction field superintendent.
- Assists in outlining project plans weekly and setting project goals/deadlines with design team members for issuance of owner requested design change and or field changes.
- Provides quality construction administration in an efficient and timely manner.
- Provide ongoing assistance to BKV staff regarding construction administration "Lessons Learned."
- Attends in-house education programs in an effort to expand skills and periodically participate with staff training presentations.
- Seeks opportunities for continuing education for the enhancement of building science. Maintains extensive product knowledge and technical focus.
- Prepares transmittals, sends approved shop drawings to General Contractor, and uploads approved shop drawings onto file sharing software.
- Logs Change Orders on BKV standard C.A. electronic Project Tracking file.
- Receives related cost detail, logs on electronic Project Tracking file and sends to appropriate internal personnel for review and approval.
- Receives RFI's from the General Contractor for review and distribution to applicable design discipline.
- Processes RFI responses to General Contractor and logs on electronic Project Tracking file.
- Observes work in progress to ensure that procedures followed and materials used conform to specifications.
- Coordinates the field visits of other disciplines and the timeliness of their site visits.
- Receives all project Applications for Payment. Reviews for accuracy. Processes to appropriate internal personnel for review of percentage of work complete and signature by architect of record. Prepares transmittal and process Applications for Payment to Owner for remittance.
- Maintains accurate records and participate in all standard administrative procedures and policies within owner/architect contract.
- Follows archive and project close out procedures as established by the company at the completion of the construction administration phase.

- Receives and handles general telephone and e-mail inquiries from the field related to Construction Administration Phase projects.
- Maintains and promotes positive relations with staff, managers, contractors, and clients.

Job Requirements:

- Must have four years' college or Associates Degree in Architectural Technology or Construction Management, or the equivalent education and experience.
- Minimum 4+ years prior experience required.
- CSI Certification and LEED AP preferred.
- Conveys appropriate professional image.
- Must have the ability to write reports and business correspondence. Must possess excellent organizational and time management skills.
- Ability to participate in and facilitate group meetings. Must have the ability to effectively present information and respond to questions from managers, clients and consultants.
- Must be proficient in Microsoft Office Suite.
- Willingness to work a flexible schedule.
- Must be fluent in reading, writing, and speaking the English language.