

**Company: BKV Group**

**Location: Minneapolis, MN**

**Job Title: Construction Administrator II**

**Reports to: Director of Construction Administration**

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**Description:**

BKV Group seeks a talented Construction Administrator II with 5-10 years related experience to join our Minneapolis, MN practice site. Experience with architectural, mechanical, electrical, structural, and interior design disciplines as well as problem resolution are critical elements of this position. This position requires the firsthand knowledge of most trade skills, a working knowledge of the construction industry and the construction process, a familiarity of the building codes, and a high degree of self-confidence and both verbal and written communication skills.

- 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 "Insights."
- 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 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 working relationships with staff, managers, contractors, and clients.

**Qualifications:**

- Four years' college or university degree; or four years related experience and/or training; or equivalent combination of education and experience. A solid "hands on" construction background is preferable to a classroom degree.
- Familiar with providing a variety of the field's concepts to construction field superintendent.
- CSI Certification and LEED AP preferred.
- Conveys appropriate professional image.
- 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.
- Willingness to work a flexible schedule.
- Must be proficient in Microsoft Office Suite.

With excellent benefits, competitive salaries and constant opportunities for growth, BKV Group gives you the tools to achieve your goals. If you have an interest in working with a diverse group of talented architects and designers, creating exciting environments, enjoy collaboration and challenges, we'd like to talk with you. Please submit your resume. Please indicate your name, desired position and location in subject line of your email.

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