

Job Title: Senior Construction Administrator**FLSA Status: Exempt****Reports to: Director of Construction Administration**

SUMMARY

Works with the Partners and Project Managers and is the assigned contact with the contractor or CM and the Owner during the construction phase. Observes and reviews construction of buildings and other types of construction work to ensure that procedures and materials comply with plans and specifications by performing the following duties.

Primary Responsibilities:

Includes the following and other duties may be assigned.

- Attends in-house education programs in an effort to expand skills and periodically participate with staff training presentations.
- Provides ongoing assistance to BKV staff regarding construction administration “Insights.”
- Presents monthly staff seminars on Field “Insights” and building science.
- 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 send to appropriate internal personnel for review and approval.
- Processes RFI responses to General Contractor and log on electronic Project Tracking file. Receives RFI’s from the General Contractor for review and distribution to applicable design discipline.
- Receives all project Applications for Payment and reviews for accuracy. Process to appropriate internal personnel for review of percentage of work complete and signature by architect of record or by designated C.A. lead with approval by architect of record under their supervision. Prepare 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.
- Receives and manages general telephone and e-mail inquiries from the field related to Construction Administration Phase projects.
- Works with the Partners, Project Managers, and Discipline Leads to determine a scope of services and finalize a construction administration service checklist based on specific tasks and hours involved, that will work within the budget for the assigned project in CA Phase.
- Responsible for construction observation activities on all assigned projects. Observes and reviews the construction of the work in the field to ensure that work complies with the project specific plans and specifications, including owner changes (additional services).
- Preparing and issuing Field Reports and Site Notifications.

- Resource for office staff in working through details in preparing Construction Documents.
- Review projects in CD's for constructability concerns/issues.
- Observes workmanship of finished installations for conformity to standard and installation requirements with industry standards.
- Reviews construction documents and specifications with Contractor Project Manager per deviations from specified construction procedures to ensure compliance with regulations governing construction.
- Reviews construction installations that deviate from construction documents and reports such changes to the Project Manager and Discipline Leads.
- Reviews modifications of technical construction and bidding documents for assigned projects with Project Manager and Discipline Leads.
- Maintains a free flow of communication with the Project Managers, Discipline Leads, and other members of the design team regarding the Construction Administration activities on projects. Acts as the liaison between client, contractor, and the design team during the construction administration phase.
- Coordinates the field visits of other disciplines and the timeliness of their site visits.
- Notifies other disciplines of document deficiencies, so they can be revised, if not on the current project, then for all future projects.
- Follows archive and project close out procedures as established by the company at the completion of the construction administration phase.

Job Requirements:

- 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.
- 15+ years prior experience required. 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 oral and written communication skills.
- Familiar with providing a variety of the field's concepts to construction field superintendent.
- Ability to read, analyze, and interpret construction business periodicals, professional journals, technical procedures, codes, governmental regulations, plans, details, and specifications. Ability to write reports and business correspondence. Ability to effectively present detailed, factual information to, and respond to and communicate with project managers, clients, contractors, code officials, and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to evaluate a situation accurately and be willing to act decisively in the best interest of the Firm, the Project, and the Client.
- Must be proficient in Microsoft Office Suite.