Job Title: Construction Administrator III **FLSA Status: Exempt**

Reports to: Director of Construction Administration

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.
- Provides ongoing assistance to BKV staff regarding construction administration "Insights."
- Presents monthly staff seminars on Field "Insights" and building science.
- 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 send 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 log on electronic Project Tracking file.
- Receives all project Applications for Payment. Review for accuracy. Process to appropriate internal personnel for review of percentage of work complete and signature by architect of record. 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 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.
- 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.

- Works with the Partners, Project Managers and Discipline Leads and is the liaison between client, contractor, and the design team during the construction administration 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).

- 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.

- Observes workmanship of finished installations for conformity to standard and installation requirements with industry standards.

- Reviews modifications of technical construction and bidding documents for assigned projects with Project Manager and Discipline Leads.

- Maintain a free flow of communication with the Project Manager, Discipline Leads, and other members of the design team to the Construction Administration activities on projects.

- Coordinates the field visits of other disciplines and the timeliness of their site visits.

- Notifies other disciplines of document deficiencies, so they can be corrected, 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:

- Must have four years' college or Associates Degree in Architectural Technology or Construction Management, or the equivalent education and experience. A solid "hands on" construction background is preferable to a classroom degree.

- Minimum 8-15 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.