

Position: We are currently seeking an Intermediate to Senior Contract Administrator who would be responsible for providing architectural construction services for projects ranging from \$2M to over \$50M. This position requires an experienced professional or technologist, with a strong background in building technology, building materials and methods, construction document preparation, and construction law. Principal coordinator for all architectural functions and principal administrator for all Consultant functions from bidding through to completion of construction on projects of moderate to complex scope. Represents the Firm with the Client, the General Contractor, Consultants and Authorities having Jurisdiction during the Construction Phase. The Contract Administrator reports to the Partner in Charge and works collaboratively with the Project Interior Designer or Project Architect, and coordinates with the Job Captain to ensure the accurate and professional execution of the construction documents into the completed construction project. Works under minimum supervision.

Reports To: Project Architect or Project Interior Designer.

Educational / Experience Requirements:

1. Certified Architectural Technologist (CT Arch) and/or Registered Architect, or any combination of equivalent training, experience, and/or education.
2. Ideal candidate will have a minimum of ten (10) years' experience in either an architectural or construction firm

Licenses:

1. Valid driver's license.

Skill Requirements:

1. Proficient in the use of computer for word processing (specifically Word and Excel software) and CAD/BIM applications.
2. Knowledge of standard office policies and procedures within an architectural/interior design professional practice.
3. Understanding of the management of architectural and interiors projects.
4. Thorough knowledge of procedures for the production of construction documents.
5. Thorough knowledge of building materials, specifications and construction techniques.

6. Thorough knowledge of building codes and standards, and experience in dealing with Authorities having Jurisdiction.
7. Thorough knowledge of engineering disciplines to evaluate and coordinate work done by consultants.
8. Through knowledge of contract coordination and various construction processes.
9. Thorough knowledge of infection control standards and requirements for Hospital and Health Care Facility Construction.
10. Knowledge of construction law, Lien's Act in applicable jurisdiction, and workplace safety requirements.
11. Knowledge of LEED requirements pertaining to new and renovation construction.
12. Knowledge of professional ethics applying to the practice of interior design and architecture.
13. Ability to manage multiple projects simultaneously.
14. Ability to organize and prioritize workload and make necessary adjustments in meeting strict deadlines.
15. Ability to effectively communicate with clients, consultants, associates and contractors.
16. Ability to prepare well-written, accurate field services reports.
17. Well-developed ability to analyze and solve problems and exercise sound technical and professional judgment.
18. Ability to work effectively with team members.
19. Ability to make decisions within a general framework.

General Duties and Responsibilities: The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Direct and supervise construction administration operations and personnel.
2. Administer and be responsible for contract administration project budgets and schedules.
3. Accumulate, evaluate, and present feedback information related to errors and omissions in construction documentation and the performance of equipment, materials, and systems.

4. Participate in project status meetings.
5. Conduct on-site observations and prepare field services reports, conduct meetings, expeditiously make document interpretations, and resolve or refer construction contract administration problems.
6. Respond to construction questions within a prompt timeframe.
7. Coordinate general reviews and other services with engineering consultants to ensure project completion in compliance with contract documents and building codes and standards.
8. Conduct preconstruction conferences.
9. Review shop drawings, manuals, guarantees, bonds, and other project and post-construction submittals for approval and disposition.
10. Maintain shop drawing and sample record.
11. Assemble and verify construction contract change order information for approval by Partner-in-Charge and Client.
12. Review contractor payment requests for preparation of Certificate for Payment.
13. Conduct project close-out efforts including punch lists, certificate of occupancy, and certificate of substantial completion.
14. Meet with authorities having jurisdiction and/or committees for purposes of approvals and permits.
15. Provide and coordinate site review for all disciplines for major construction occupancies.
16. Cooperate and assist Project Interior Designer and Project Architect with Client relations as related to construction contract administration.
17. Maintain favorable working relationships with Client and contractor representatives.

Marketing

1. Provide assistance to Partners/Marketing Coordinator in proposal development.
2. Promote firm's reputation through exemplary client and contractor relations and participation in community groups/activities.

Office Management

1. Adhere to office standards and procedures.
2. Assist in developing and promoting the use of quality standards for construction documents.
3. Assist in mentoring and training junior design and technical staff, and act as resource for technical questions.
4. Perform quality control peer review of construction drawings to determine technical completeness and accuracy and conformance to building codes and standards.

Other

1. Assist with additional assigned tasks as may be required.
2. Participation in technical societies/associations is encouraged