

# Construction Administrator

## Reports to Team Leader

### Market Title:

### Job Purpose

The Construction Administrator will work with other CA staff to oversee all aspects of the construction phase of a project. The position is to monitor and communicate the status of construction to the team as well as to insure that submittals and other construction correspondence is responded to timely.

### Duties and Responsibilities

The primary duties and responsibilities of this position include the following:

- Review and responds to appropriate submittals and RFI's
- Monitor construction schedules and perform field observations at appropriate intervals
- Review the project contract to determine the level of services and manage the CA services to the agreed to contract
- Review pay apps and work with the PM/Accounting to invoice at appropriate intervals
- Notify TL and PM of design issues or claimed E/O issues
- Prepare field reports for each trip to a project site

### Qualifications

The following qualifications are requirements of the position:

- High school degree as a minimum
- Five years experience in a construction administration or contractor role in similar project types (healthcare, education, commercial, federal and light industrial)
- Must have reliable transportation in order to travel to project sites
- Ability to meet with owners and contractors and resolve conflicts that arise
- Able to work well and communicate with in house staff to reach resolution of any issues that arise on the site
- Excellent interpersonal and communication skills

### Continuing Education

Beyond any specific outside education classes taken to maintain professional registration, 10 hours of company continuing education shall be required. This would include attending/teaching in-house discipline or appropriate classes. Although attending vendor classes are encouraged to keep up with technology, this will not count toward the 10 hours of in-house training.

### Working Conditions

This position requires night and weekend work at times to complete projects to meet deadlines.

**Physical Requirements**

The ability to carry up to 50 lbs of drawings and carry and/or climb ladders is a requirement of the position.

**Direct Reports**

None

*Last Update: November 2018*