

Electrical Construction Administrator

Reports to Team Leader

Market Title:

Job Purpose

The Electrical 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 ensure 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