

# **Construction Admin/ APM**

## Duties and Responsibilities

The person in this position will fully and directly interact with the project management staff of the company, participate as part of the construction team from budget development to project completion and close out, develop subcontractor relationships, coordinate overall construction schedule and activities, customer satisfaction and customer retentions.

## Qualifications (Knowledge, Skills and Ability Requirements)

- \* Construction management degree or equal
- \* Min 3 years construction management experience
- \* Thorough understanding and comprehension of spec book adherence and the submittal process
- \* Experience with juggling multiple competing demands in a fast-paced environment
- \* Exemplify a team player, having good organizational skills and ability to execute project task in a timely manner.
- \* Exhibit high level of interpersonal skills and the ability to handle sensitive and confidential information and situations with poise, tact and diplomacy
- \* Possess excellent verbal and written communication skills as well as computer proficiency in Microsoft Word, Excel, Outlook and Microsoft Project

## Project Bidding:

- \* Drawing and specification review
- \* Qualify subcontractors and vendors
- \* Drawing and specification distribution to subcontractors and vendors
- \* Collection of quotes and proposals

## General Administration:

- \* Ensure local jurisdiction requirements are met to start the project (project permitting, bonds posted, required pre-construction meetings are held, utilities markings in place, etc.)
- \* Submittals - Design through Approval - Distribution
- \* Maintain All Drawings, specifications, Submittals and Correspondence throughout the job. Assemble complete package for construction to Superintendent.
- \* Enlarge our stable of qualified subcontractors and vendors.
- \* Attend OAC meetings and record meetings minutes for distribution upon approval of project manager for distribution.

## Project Cost Controls:

- \* Assist in project budgeting development.

- \* Project subcontractor and vendor scoping, buyout, negotiations.
- \* Assist project team in preparation of subcontractor contracts.
- \* Track project changes from subcontractors and vendors closely.
- \* Communicate with the subcontractors and vendors on project status, progression, change orders, coordination conflicts

#### Project Scheduling:

- \* Project coordination with all subcontractors and vendors involved
- \* Project schedule distribution to all parties involved
- \* Project submittals from subcontractors and vendors to the customer

#### Project Kick-Off:

- \* Participate in owner pre-construction meeting.
- \* Ensure temporary utilities are in-place (electric, phone, water or hydrant meter, port-a-john) and all Safety measures in place.
- \* Ensure job trailer and all Temp facilities are in place and on-site
- \* Participate in-house review and pre-construction meeting.
- \* Participate subcontractor pre-construction meeting .

#### Project Progression:

- \* Drawing, specification and quality control adherence
- \* Communications through the superintendent and subcontractors
- \* Participate in regularly scheduled progress meetings and review
- \* Review superintendent's paperwork to ensure that on-site project administration is being properly executed (job logs, tailgate safety meetings, correspondence logs, etc.)
- \* Communication with the project superintendent (as well as subcontractors and vendors)

#### Project Closeout:

- \* Ensure project closeout documentation is received and forwarded to customer
- \* Obtain certificates of occupancies
- \* Ensure all local jurisdiction requirements are satisfied
- \* Ensure project punch lists are completed in a timely manner
- \* Ensure bond releases are obtained

Please forward your resume by email or fax to 571-766-0952