

## **COMPANY BACKGROUND**

ATSR is a nationally recognized, multi-disciplinary planning, architectural, and engineering firm specializing in planning and design of educational facilities. We thrive in creating long-term relationships with our clients, some for more than 71 years. Our 78 years of continuous service is testimony to the comprehensive in-house disciplines and single-source responsibility which we provide to our clients.

## **POSITION OVERVIEW – CONSTRUCTION ADMINISTRATOR**

The Construction Administrator plays a key role in the successful execution of projects. Reporting to the Principle in Charge of project, the director of CA and the firm partners , this individual will provide technical knowledge of construction procedures and specifications and construction administration of AIA contracts, to provide successful delivery of work to our clients. The Construction Administrator is responsible for a high level of customer satisfaction by ensuring expectations are clearly communicated and managed – both externally and internally. The successful candidate will also contribute to a dynamic team environment by being proactive, communicating clearly and frequently, and modeling a highly collaborative working environment.

## **TYPICAL RESPONSIBILITIES**

Specific responsibilities will include, but not be limited to, the following:

- Assists the Project Architect in preparing specifications and details of constructability.
- Basic understanding of Architectural, Electrical, Civil and Structural Engineering construction practices.
- Works with Architect, Owner and Contractor to deliver successful projects through construction.
- Perform site visits, leading and attending meetings, documents field discovered issues.
- Solve field construction issues quickly and efficiently.
- Coordinates Construction Administration activities with other disciplines (Mech, Elec, Structural, Civil, Landscape, Interiors, etc..)
- Ensure contract adherence with the design documents.
- Performs quality control review of plans for constructability.
- Maintains thorough understanding of design documents and intent.
- Writes and works with business office to issue ASI's, PR's, CCD's, COSC, Cure Notice's etc.
- Works with contractor and internal team and business office to close-out projects quickly and efficiently.
- Attend Pre-Bid Meetings, Pre-Construction meetings, write meeting minutes and agenda's for project construction meetings.

## KEY PERFORMANCE CHARACTERISTICS

### Getting Organized

- Is well organized, resourceful, and planful; effective and efficient at marshalling multiple resources to get things done; lays out tasks in sufficient detail, is able to get things done with less and in less time; can work on multiple tasks at once without losing track; foresees and plans around obstacles.
- Focusing on the Customer
- Identifies and anticipates client requirements, expectations, and needs. Creates systems and processes that make it easy for clients to do business with the company. Ensures that clients issues are resolved.
- Communicating Effectively
- Writes and presents effectively; adjusts to fit the audience and the message; strongly gets a message across.
- Influencing Others
- Ensures that proposals or arguments are supported by strong logic and a compelling business case, addressing all relevant factors. Identifies the agendas, concerns, and motivations of others.
- Builds Relationships
- Treats people with respect; relates well to people regardless of their organization level, personality, or background. Encourages others to express their views, even those contrary to current thinking.

## EDUCATION

Bachelors' degree in Architecture or Construction Administration is required. 3 - 25+ years of experience preferred.