

## CONSTRUCTION ADMINISTRATOR

Join our team at TowerPinkster and open a new door to an amazing career! TowerPinkster, an architecture, engineering and interior design firm based in Michigan, is looking for a talented Construction Administrator. This position is responsible to assist the project teams through the development of construction documents through checking quality and code compliance and to lead the project team through the Construction Administration phase of work. This position assists Project Managers in the construction administration responsibilities of large and complex projects.

### POSITION RESPONSIBILITIES

---

- Assist Project Manager in review of pay applications, change proposals, change orders.
- Coordinate with Project Manager to maintain track of all project construction schedule and ensure compliance to all timeframe and maintain regular visits to construction sites.
- Monitor an effective construction quality control program and ensure compliance to all construction regulations and prepare required documents and establish quality of all construction work for all projects.
- Assist contractors to evaluate all contract documents and prepare reports for any deficiencies in projects and ensure adherence to all design and construction regulations.
- Document all construction activities and evaluate progress of all projects and monitor all requests and participate in various construction progress meetings and maintain records for all construction procedures.
- Assist with management of all project submittals and track review process through the office to insure timely response/return to the contractor. This includes review of submittals, appropriate to knowledge of project requirements, and timely return.
- Manage all RFI's and track process through the office to insure timely response/return to the contractor. This includes review of RFI response, prior to return, to ensure response is appropriate and complete.
- Reviews Construction documents for quality with applicable codes prior to release.
- Review documents to determine conformance with established Firm practices and standards.
- Performs on-site inspections of building construction to ensure compliance with current structural, mechanical, plumbing, and electrical codes; verifies construction is according to approved plans. Coordinate site visits for various disciplines.
- Communicate construction progress back to design team.
- Communicate project issues or questions back to design team for their assistance in issue resolution.
- Participate in in-house quality review process to ensure bidding documents are complete and coordinated as well as to improve familiarity with the project.

### POSITION QUALIFICATIONS

---

- Bachelor's Degree in architectural profession preferred or;
- Ten plus years' experience in architectural profession with experience in Code Compliance, Construction Administration and Quality Document Review.

- A well-rounded knowledge of architecture profession and workflow.
- Knowledge of current construction techniques, materials, and practices used by the construction industry, and the ability to read, interpret and apply other applicable codes and pertinent standards, ordinances, and regulations.
- REVIT experience/AutoCad software knowledge preferred.
- Familiarity with Bluebeam, PlanGrid, ProCore, etc.

### **POSITION LOCATION**

---

This is a full time position located in our Kalamazoo office e; however, may require work in both Kalamazoo and Grand Rapids offices. Travel to project sites is expected and required.

### **WHAT WE OFFER**

---

- A supportive work environment that empowers employees to stay healthy, fulfill their interests and passions, and balance work and life goals.
- A collaborative, multidisciplinary work environment
- Team building activities and opportunities
- A competitive benefits package
- The opportunity to reach your career goals with an award winning firm

TowerPinkster is a firm of architects and engineers committed to design integrity, quality, and environmental responsibility. Our doors opened in 1953 with just six people and now we have more than 150 of the best employees in Michigan. At our firm, it's our people who make us different. We have the freedom to explore new ideas, the tools to create innovative strategies and the talent to inspire our clients through interactive design. Our expertise and collaborative, client-centered approach means the best ideas rise to the top. TowerPinkster received the 2020 National 101 Best and Brightest Companies to Work for Award and the 2020 Best Firm Award from Zweig Group. We are proud of this achievement and are thankful for our client relationships, our generous communities and all the employees who contribute to TowerPinkster's exciting and creative culture! Our supportive work environment helps employees reach their career goals, and we have fun doing it!

[www.towerpinkster.com](http://www.towerpinkster.com). We are an Equal Opportunity Employer