

CONSTRUCTION ADMINISTRATOR

BESSOLO DESIGN GROUP

A FULL SERVICE ARCHITECTURAL, ENGINEERING, & INTERIOR DESIGN FIRM LOCATED IN ST. PETERSBURG, FLORIDA

The **Construction Administrator** represents BDG as the primary contact between the Firm, Owner and Contractor during the construction phase and is responsible for managing all aspects of multiple projects from pre-construction to substantial completion and project closeout. This includes attending construction meetings, reviewing field conditions and preparation of Architects and Engineers Field Reports, preparation of ASI's, reviewing and responding to RFI's, reviewing shop drawings and submittals, coordinating project activities between the Firm/Consultants/Owner and GC, review of contractors Pay Application for accuracy and payment, and problem-solving on-site issues.

Responsibilities and Duties include (but are not limited to):

- Working knowledge of construction, contract documents and building codes.
- Ability to read and interpret complex contract documents (plans, specifications, shop drawings).
- Experience with legal considerations and responsibilities in construction.
- Attend and coordinate site meetings for all projects. Develop and issue various construction documents as needed. Coordinate site meetings with project teams and clients and recommend changes to improve efficiency.
- Documents all construction activities evaluating the progress of projects. Participate in construction progress meetings and maintain records for all construction procedures.
- Coordinate schedules with various departments internally and ensure that the project schedule is maintained.
- Monitor an effective construction quality control program and ensure compliance to all construction regulations. Prepare site documentation and establish quality standards for all construction work.
- Assist contractors to evaluate contract documents. Prepare reports for any deficiencies in projects and ensure adherence to all design and construction regulations.
- Collaborate with the design engineer and gather and evaluate all change orders. Maintain records of all design engineers' processes and maintain logs of all shop's recordings submitting same for approval where required.
- Monitor all contractor drawings at various intervals and maintain records of all installations. Evaluate all applications for payment from contractors and recommend changes if required.

- Supervise the efficient work of all employees and ensure compliance to all instructions on site.
- Ensure compliance with all company safety requirements. Monitor all projects from conceptualization to implementation and prepare reports for same. Evaluate punch lists for all project close outs.
- Streamline the process of processing RFI's and coordinate administrative procedures and systems at the construction site.
- Manage architecture and engineering site visit schedules and RFI deadlines.
- Monitor Change Orders and responses back to owners.
- Oversee Project Managers and KEM Engineers and monitor the progress of timely responses to job site questions and owner communications.
- Keep abreast of all architecture and engineering organizational changes and business development.

Qualifications:

- Registered Architect or Engineer with a minimum of fifteen years' construction administration experience.
- Certified and Licensed Special Inspector with Threshold Inspections in Florida a plus.
- Experience with multi-family/healthcare/ALF/ILF/Senior Living projects.
- Demonstrated knowledge of Architectural and Engineering sequencing.
- Demonstrated experience as a Plan reviewer for constructability.
- Knowledge of construction, contract documents and building codes
- Ability to read and interpret complex contract documents (plans, specifications, shop drawings).
- Working knowledge of various Building, Plumbing, Fire, Energy Conservation, NEC and Fuel Gas Codes
- Must be focused, organized, detail oriented and able to prioritize workload.
- Must be able to work with a team and maintain a positive attitude, communicate well verbally, in writing, and graphically, with other staff.
- Must be able to travel both by vehicle and plane to job sites as required.
- Proficient with Revit and AutoCAD.
- Proficiency in Microsoft Office (Excel, Word, Outlook, Power Point, and Project).
- Ability to demonstrate strong organizational and time management skills
- Strong work ethic along with good problem-solving skills

About Us

Bessolo Design Group, based in St. Petersburg, FL, is a 37-year-old architectural, engineering, and interior design firm composed of professionals dedicated to providing quality, creative and technical expertise involved with facilities development for private individuals and institutions. The firm has experience with both public and private sector

clients with demonstrated expertise in Healthcare, Senior Living, Multifamily, Retail and Community.

Bessolo Design Group provides diversified design and management services in six major disciplines:

- Architecture
- Interior Design
- Mechanical Engineering
- Plumbing Engineering
- Electrical Engineering
- Structural Engineering

Bessolo Design Group was created on the premise that the successful fulfillment of our commitment to clients is the criteria by which our performance will be evaluated. Client Satisfaction is our ultimate goal. Please check out our website www.bessolo.com for some of the exciting projects we have been involved in.

We offer competitive salaries and generous benefits; Medical, Dental, Vision, Life Insurance, AD & D and Short-Term Disability for employee 100% paid by the Company, along with long-term disability and additional life at group rates. Paid holidays, PTO Days, as well as a generous 401K match. We strive to provide a fun yet productive environment for our employees to enhance their personal and professional growth.

Please submit Cover Letter, Resume, Project List, examples of work and List of professional references and salary range to Employment@bessolo.com
EOE