

CONSTRUCTION ADMINISTRATOR

Position Description:

- Perform project design support, cost-estimating and construction administration duties for municipal, private sector and higher education projects. There will be regular contact with Owners, Contractors and regulatory agencies during the construction phase.

Reports To:

- Principal and Project Engineers in the Engineering Department with occasional daily supervision and guidance.

Relationship to Others:

- Key construction administration support for the Engineering Staff.
- May coordinate construction stakeout activities with the Surveying Staff.

Responsibilities:

Design and Estimating

- Performs project constructibility reviews during design.
- Perform percolation tests for septic system and stormwater infiltration practice designs.
- Prepares quantity take-offs for cost estimates.
- Prepares and maintains current unit pricing spreadsheets based on recent projects.

Construction Administration

- Reviews and processes submittals and requests for information.
- Prepares change orders and reviews contractor change proposals.
- Attends construction progress meetings.
- Performs periodic on-site inspections and prepares field observation reports.
- Performs punch-list inspections and reports.
- Performs Stormwater Pollution Prevention Plan (SWPPP) inspections and reports.
- Review Contractor as-builts for adequacy.
- Compile closeout documents for Owner.

Authority/Supervisory Responsibilities:

- Facilitates communications between Engineer, Owner and Contractor based on a full understanding of the project and Owner goals.

Personal Qualities:

- Able to work with and support all Office Staff.
- Flexible in work hours to help meet project deadlines.
- Receptive to new ideas and concepts.
- Responsible to employer and self-motivated.
- Solid verbal and written communication skills are imperative.

Experience/Education Guidelines:

- Graduate of an accredited Civil and Environmental Engineering or Construction Technologies curriculum with a Bachelor of Science degree and at least 2 years of experience in construction administration of site development projects. Or 5 years of experience in construction administration of site development projects with no degree.
- Familiarity with NYSDEC SPDES General Permits for Stormwater Discharges from Construction Activity and 4-hour Certification preferred but not required.
- Competent with Microsoft Word and Excel software.
- OSHA safety certification preferred but not required.

