

## Position Description

<b>Position Title:</b>	Construction Administrator	<b>Direct Reports:</b>	None
<b>Department:</b>	Construction Administration	<b>Classification:</b>	Exempt
<b>Location:</b>	Any Kingscott Office, Remote	<b>Approved Date:</b>	
<b>Reports To:</b>	President	<b>Revision Date:</b>	April 2024

### Position Summary:

As a Construction Administrator, you play a crucial role in the successful execution and management of construction projects. This role is responsible for providing administrative support to the construction team, project team, and subconsultants ensuring smooth project operations, and facilitating effective communication among various stakeholders.

### Organizational Values:

Our belief in people leads us to work with project partners that have people at their center. Our company values are:

- Investing in People
- Achieving the Extraordinary
- Serving with Humility
- Finding Fun in Our Work
- Committing Ourselves to Mutual Success
- Fearlessly Exploring
- Striving for Authenticity

### Essential Responsibilities:

1. Documentation Management:	<ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date project documentation, including contracts, permits, drawings, change orders, and other relevant records. Ensure that all documentation is properly organized and easily accessible for the project team.</li> </ul>
2. Communication Coordination:	<ul style="list-style-type: none"> <li>• Facilitate communication between different parties involved in the construction process, including contractors, subcontractors, vendors, architects, engineers, and project managers. Effectively relay information, updates, and requests to relevant stakeholders.</li> </ul>
3. Project Reporting:	<ul style="list-style-type: none"> <li>• Generate and compile reports related to the construction project's progress, budget, and timelines. Prepare regular status updates for management and other team members to keep them informed about the project's status.</li> </ul>
4. Budget and Expense Tracking:	

	<ul style="list-style-type: none"><li>Assist in monitoring project budgets and expenses. Keep records of project-related costs, invoices, and payments, ensuring accuracy and adherence to financial guidelines.</li></ul>
5. Schedule Management:	<ul style="list-style-type: none"><li>Collaborate with the project team to create and maintain construction schedules. Monitor project timelines, identify potential delays, and help coordinate efforts to keep the project on track.</li><li>Monitoring and communicating to the design team members when they need to be on-site to review construction progress throughout the project life-cycle.</li></ul>
6. Procurement Support:	<ul style="list-style-type: none"><li>Work with Construction Managers/General Contractors by reviewing and monitoring the progress of procurement from suppliers and manufacturers.</li></ul>
7. Permitting and Regulatory Compliance:	<ul style="list-style-type: none"><li>Assist in obtaining necessary permits and ensuring compliance with local, state, and federal regulations throughout the construction project.</li></ul>
8. Meeting Coordination:	<ul style="list-style-type: none"><li>Schedule and organize meetings with project stakeholders, documenting meeting minutes, action items, and decisions made during these sessions.</li></ul>
9. Quality Assurance:	<ul style="list-style-type: none"><li>Support the implementation of quality control measures and ensure that construction activities meet established standards and specifications.</li></ul>
10. Safety Compliance:	<ul style="list-style-type: none"><li>Ensure and enforce safety protocols on the construction site, ensuring a safe work environment for all personnel.</li></ul>
11. Travel:	<ul style="list-style-type: none"><li>Travel to project sites across the State of Michigan is a critical component of the Construction Administrator position. This position requires the ability to travel up to four (4) days of the week, with one (1) day typically in-office or remote (from home) processing necessary paperwork and field notes for the week.</li></ul>

**Non-Essential Responsibilities:**

- Other duties as assigned by the Project Director and/or the Project Manager.

**Supervision Received:**

Limited Direction: Works from overall policies, goals, and budgetary limits. Virtually self-supervising with direct accountability for final results.

**Supervisory Responsibilities:**

Informal leadership: Determines work assignments, priorities, and procedures for team members. Responsible for assigning, scheduling, and ensuring the quality and quantity of work. May or may not approve time off and schedule adjustments. Provides training and mentoring to other team members.

**Education & Experience:**

- **Educational Background:** Bachelor’s degree in related field, or may substitute direct construction administration experience as equivalent; required. Additional education or training in construction management or a related field is a plus.
- **Experience:** Five (5) plus years of proven experience as construction coordinator, construction administrator, or similar role; preferably in construction practices of K-12 facilities and/or commercial building design experience.
- **Organizational Skills:** Strong organizational abilities are essential to handle multiple tasks, manage paperwork, and maintain project records.
- **Communication:** Excellent verbal and written communication skills are necessary to interact effectively with various stakeholders and convey information clearly.
- **Attention to Detail:** Precise attention to detail is crucial to ensure accurate documentation and adherence to project requirements along with a commitment to deliver high-quality projects is a must.
- **Computer Proficiency:** Proficiency in using construction management software, Microsoft Office Suite (Word, Excel, PowerPoint), and other relevant applications is beneficial.
- **Problem-Solving:** Being able to identify potential issues and find solutions is valuable in the dynamic environment of construction projects.
- **Team Player:** Construction projects involve collaboration with various team members; being a team player is essential for successful project execution.
- **Adaptability:** The construction industry often faces unexpected challenges; flexibility and adaptability are vital to handle changing circumstances effectively.
- **Agility:** Ability to manage multiple projects simultaneously and work effectively under pressure.
- **LEED/Sustainability:** Familiarity with sustainable design principals and green building and construction practices, a plus.

**Other Knowledge, Skills & Abilities:**

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent leadership, problem-solving, negotiation and consultation skills.
- Knowledge of architectural, civil, structural, and electrical disciplines; building construction; cost estimating; and building codes.
- Possess and demonstrate solid analytical, communication, and interpersonal skills.
- Participation at Industry Conferences and Client Interviews.
- Ability to work in an energetic and challenging work environment.

**Physical Requirements:**

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				X
Move about work area				X

Use hands/fingers to handle or feel				X
Reach with hands and arms				X
Ascend/Descend (stairs/ladder/etc.)				X
Bend, stoop, kneel, crouch, or crawl				X
Communicate with various parties				X
Detect flavors or smells			X	
Move containers up to 30 pounds			X	
Visual acuity				X
Read and understand written word				X
Drive/Travel				X
Operate computer and general office machines				X
Operate Machines:	X			
Other:				

**Environmental Conditions:**

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
<b>Normal office environment:</b> No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.			X	
<b>Construction environment:</b> Exposure to dust, oil, various chemicals, and extreme noise.				X
<b>Construction environment:</b> Exposure to extreme temperatures, noise, hazardous equipment, and fumes from trucks.				X
<b>Travel:</b> Limited exposure to outside elements.				X
<b>Other:</b>				

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.