

POSITION: DIRECTOR OF CONSTRUCTION ADMINISTRATION SERVICES

6/30/17

Omni Architects is currently seeking candidates to serve as our head Construction Administrator. Candidates must demonstrate their ability to serve in this position by submitting relevant experience, education, and skill sets necessary to managing large and complex construction projects. Salary commensurate to experience, education, and skills.

Employee Attributes: Mature grasp of how to work with people; Ability to multi-task between multiple projects; Positive history of dealing with conflict. Creative ability to moderate a group of stakeholders; Insightful ability to look ahead, and head off problems before they happen; Principled ability to mediate when necessary.

Skill Sets: Ability to Manage (planning/organizing/controlling); Tech Savvy (direct experience at navigating through systems and programs); Strong Communications skills (speech/visual/writing/behavior); Construction Systems Aptitude; Leadership in resolving job difficulties; Ability to set priorities.

Education: Professional Degree in Architecture, Civil Engineering, Construction Management, or related field preferred.

Experience: Apprenticed in the design and/or construction industry with minimum of 10 years directly related to the construction industry. Field experience in understanding the means and methods of construction on actual projects.

Design Phase Responsibilities:

1. The CA Director will have client contact and be involved in our projects starting early in the process. This gets our client used to seeing him, and avoiding the perception of a handoff in the CA Phase. This is of benefit to the CA Director as well since listening gives a better understanding of what the client's concerns and objectives are.
2. Preferably, the new CA Director will review the drawings three times with the design team in the SD, DD, and CD Phases with the goal of optimizing constructability. The new Director will contribute on issues such as phasing, coordination, maintenance and operations, estimating, scheduling, constructability, and lessons learned. The CA Director will be considered an integral design team member. Workload permitting, the CA Director will do our final Consultant coordination redlines for distribution to the Consultant.
3. The CA Director will have an active role in writing our Specifications, particularly Division 1 and Front End documents. At a minimum, this would entail a peer review for quality control before the specs are actually issued.

Bidding Phase Responsibilities:

1. The CA Director will do a thorough review of the bid documents and a final estimate, so that he is familiar with the scope as soon as the bids are in, and the project is ready to go.
2. If the Owner has a requirement for a Resident Observer, the CA Director will recruit candidates so that we are set-up and ready to roll at construction contract signing.

3. The CA Director will develop a job description for any Resident Observers, including leveraging the daily reports to become action items for appropriate individuals. The use of digital correspondence, and archiving of the RO's workload, and responsibilities will be re-invented.

Construction Phase Responsibilities:

1. The CA Director should be tech savvy. This means using the latest technologies for the appropriate distribution of information. This could include managing for the entire design team, an Owner's web based management system (Ecommunications, PlanGrid, Constructware, Plan Room, etc.). The CA-D would determine if Omni needs to have their own capability to use this technology on project that do not have an Owner mandate.
2. The CA Director would utilize applications such as Acrobat Pro, Blue Beam or other software to annotate project photos, drawings, etc.
3. Shop Drawing management with the Project Manager from log-in to distribution of final documents in a timely manner. (Turn-around time management).
4. Processing with the Project Manager Request for Information, Architect's Supplementary Instructions, and Change Orders (From log-in thru execution).
5. Time Management for Weekly, Bi-Monthly' Monthly Intervals for Inspection services. Determining the appropriate inspection schedule for periodic inspections based upon the progress of the work. Optimizing field inspections for both scheduled and non-scheduled inspections. Coordinating Inspections with others, including Contractor, Owner, Consultants, SPIN, CxA, etc.
6. Conducting Monthly Progress Meetings, Preparing Agenda, & Meeting Minutes.
7. Proactively logging "Action" items for CM, GC, and Team Members during construction. Regular status reporting on open issues.
8. Scrutinizing Contractor's schedule on regular intervals.
9. Reviewing As-Built Drawings Monthly.
10. Shared oversight of workload activities with Project Managers to optimize shop-drawing turn around, and other demands.
11. Issuing timely Field Reports within a day or so. Suggest using real-time tablets.
12. Review of Pay Applications with Consultants, and Contractor.
13. Staying on top of reduction in retainage authorization.
14. Attending Monday Lunches, and conducting occasional Do's & Don'ts.
15. The Director of CA is the clearing-house for lessons learned from project to project. ALL OF US have a habit of only referencing our own previous projects, instead of incorporating the experiences of the other people in the office.
16. The Director of CA is empowered with limited DESIGN decision-making authority. (Obviously the architects will still need to stay involved all the way through construction.) Finding a candidate who is interested in understanding our goals and objectives is paramount. Knowing when to protect our design intent, while also giving the trades some flexibility in means and methods will be an important skill.
17. Head up the Punch-List methodology using PlanGrid or similar software.

18. Contract Knowledge. Constructed per Intent.
19. Serve in a public relations role to advocate the value of working with Omni Architects.
20. On occasion, firm interviews for prospective jobs require some input during the interview process of the Construction Administrator. The Director of CA should be comfortable presenting in a panel setting and answering questions that may arise.