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ARCHITECTURAL CONSTRUCTION ADMINISTRATOR

SUMMARY: The individual in this position is responsible for overseeing the project on behalf of the architect, once it enters the construction phase to ensure that it is built according to the construction documents and specifications. The individual will conduct periodic site visits to track the progress of the project and respond to concerns and questions that arise during construction. The individual will report to the architect's Project Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist the project manager and communicate updates.
- Receive/login, review, approve, return, and track submittals, including coordination with technical consultants/engineers to ensure that the contract document requirements and the owner-architect contract obligations are met throughout construction.
- Respond to contractor requests for information (RFI's).
- Assist in the preparation of changes to be issued in the form of Construction Change Directives (CCD's), Sketches, Addenda and Bulletins.
- Conduct on-site evaluations as construction progresses and author and issue field reports in a timely manner.
- Review contractor pay applications.
- Examine and understand project specifications and construction documents.
- Enforce quality control measures that ensure compliance with contracts, building, and code requirements.
- Able to travel and/or work remotely (from construction sites or project locales).
- Ability to work cooperatively with project team, including but not limited to owners, engineers, and contractors.
- Perform punch list site visits; author and issue final report(s), including an understanding of what constitutes substantial and final completion dates for projects.
- Review and/or assemble project closeout documents including as-builts, product and equipment maintenance manuals, warranties, and contractor contact information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty successfully. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Professional degree in Architecture or Construction Management.
- Licensed Architect, preferred.
- 10+ years of experience in construction services, administrative support, contract administration, or construction project management.
- Collaborative and professional work ethic.

ESSENTIAL FUNCTIONS:

- Strong interpersonal skills; exceptional verbal, listening, and written communication abilities.
- Understanding of the construction industry and processes, including codes, AIA documentation, and safety regulations.
- Basic accounting, bookkeeping, and math skills
- Proficiency in AutoCAD, Microsoft Office, Bluebeam, and project management software. (Revit is optional but preferred)
- Excellent organization, time management, and attention to detail.
- Ability to problem solve.
- Physical ability requirements: climbing up and down ladders; maintain balance; reach and grasp door handles, equipment handles, window latches; stoop, kneel, and crouch; coordinate movement of eyes, hands, fingers, and feet; see and hear well with or without correction; utilize depth and peripheral perception; complete paperwork associated with the job; ability to walk long distances and stand for long periods of time. Personal protective equipment (PPE) in the form of hardhat, vest, eye, nose and mouth, and/or hand protection, when required, are typically supplied by contractors. Candidate is responsible for their own protective footwear.

TO APPLY

You may submit your resume by mail to careers@jpra.com. Please include a cover letter with a summary of your skills, how your skills would complement this position, and your salary requirement.