

Cunningham Group Job Description

Construction Administrator

Date: June, 2017

Location: Los Angeles, CA

Cunningham Group, an award-winning architecture firm with 10 offices around the world, is seeking a Construction Administrator in our Culver City office. Qualified applicants should submit a resume, portfolio and cover letter detailing their experience to:

HR@cunningham.com.

ESSENTIAL DUTIES

Minimum of 20 years' experience in Construction Documents and Construction Administration for High-Rise Residential, Hospitality, Commercial or Retail Projects. Knowledge of California Building, Fire and Accessibility Codes required. Advanced knowledge of architectural building systems and working knowledge of building construction technologies with the capability of carrying out technical resolutions and coordination of a project during construction. Duties also include processing RFI's and shop drawings and submittals, reviewing applications for payment, change orders, field observation and preparation of field observation reports, issuing ASI's and other related documentation.

SPECIFIC TASKS

- Initial assignment for this position requires approximately half-time on-site Construction Contract Administration for 6 months transitioning to a full-time on site CGA representation for the duration of normal project construction activities for a large mixed-use project located on the west side. The period for this initial full time on-site assignment is expected to be about twenty-two months.
- Oversees and manages construction administration phase while working in conjunction with larger project team.
- Directs construction administration activities on projects and monitors project for construction document compliance.
- Understands Cunningham Group's contract agreements and obligations.
- Position establishes project procedures and conducts problem solving activities, proposal reviews, certification recommendations and conducts/attends regular jobsite meetings and performs field observations and reporting.
- Initiates document revisions and project reviews, and processes AIA documents.

- Reviews, coordinates, and responds to RFI's and Submittals and tracks responses.
- Makes substantial completion inspections/determination and prepares certificates with list of deficiencies and other close-out activities.
- Position must be able to communicate and coordinate effectively, in a timely fashion, with all team members.
- Builds and maintains favorable working relationships with Client, Contractor, and all team members.

EDUCATION & WORK EXPERIENCE REQUIREMENTS

- 20+ years of Architectural experience with at least 10+ years' experience performing Architectural CA Services or an Architectural Project Architect with extensive or equivalent CA experience.
- Experience with Multifamily Residential and Hospitality projects.
- Proficiency in Microsoft Office Programs and Bluebeam.
- Experience with web based project collaboration systems.
- Proficiency in Revit desired.
- Bachelor or Master's Degree in Architecture required or an Associate's Degree.

COMPANY OVERVIEW

At Cunningham Group, we strive for excellence by aligning the skills, talents and energies of a diverse group of people. Our team approach creates an energizing and empowering work culture where dynamic, self-motivated individuals thrive in pursuit of the same goal: great sustainable design.

In describing our firm, we like to use words like passionate, collaborative and unpretentious. We can genuinely say that we love what we do, and we provide an environment to have fun doing it! Every day we expect to work hard and laugh often. We are ready to create and innovate. Our shared enthusiasm for design, communication, mentoring, managing, volunteering, teaching (and all things we excel at individually and collectively) allow Cunningham Group to be consistently ranked among the top firms in the industry.

Benefits and salaries are competitive. Cunningham Group is an equal opportunity employer.