

Fifth Dimension Architecture & Interiors is a Birmingham, Alabama based architectural & interior design firm with additional offices in Orlando, Atlanta, and Austin. Fifth Dimension is comprised of a group of individuals that work to embrace the future of architecture. 5D has gone beyond the typical practice of architecture and enhances the work-flow and relationships between our clients, contractors, engineers, and consultants by working together to embrace the future of design and technology.

We are currently seeking a Construction Administrator to join our team in Orlando and Birmingham. As a Construction Administrator, you, in partnership with the entire team, are responsible for the construction administration of various projects that you would be assigned. You may manage one or more projects during construction until project completion and work with Project Managers and consultants at all levels to ensure that proper steps and procedures are taken and that the work is completed as planned, budgeted, scheduled and in conformance with the construction documents.

## **Management**

- Have a strong technical knowledge of construction materials, building trades, means and methods, and the relationships among subcontractors, suppliers and manufacturers.
- Be the primary point of contact for the Contractor and Owner's site representatives and other agents employed by the Owner (Construction Manager, etc.,) with being involved in submittal reviews, documents interpretations (RFI's / questions), and construction observations to verify that the requirements of the construction contract are being maintained.
- Prefer to have a strong working knowledge of BIM systems and other software employed in the documentation.
- Review and know the contents of the Architect/Owner agreement and all deliverables within.
- Review, know and understand the contents of Owner-Contractor agreements along with a knowledge and understanding of the master specifications
- Rigorously enforce the design intent implicit in the Architect's prepared Contract Documents (Drawings and Specifications), as well as have a working knowledge of the engineering design intent through documents prepared by consulting disciplines.
- Be able to effectively represent the interests of the Owner, the Architectural Firm, and the supporting Engineering Consultants during the construction phase.
- Participate in Owner/Architect/Contractor (OAC) Progress Meetings.
- Support Project Managers and Architect(s)

## **Qualifications**

- Professional Degree in Architecture preferred or construction-related field
- 10+ years of experience
- Be able to travel to construction/project sites as required
- Advanced knowledge of construction contract administration policies, procedures and concepts
- Advanced knowledge of project design and construction documentation and construction materials
- Advanced knowledge of building codes, specifications, building systems and engineering systems
- Ability to work in Revit strongly preferred
- Strong verbal and written communication skills
- Problem-solving skills, attention to detail
- Collaborative and professional work ethic

If interested, please email your resume to Dan Fritts, President at [dan@5da-i.com](mailto:dan@5da-i.com).