Construction Administration

Architects Design Group (ADG) is seeking a detail-oriented **Construction Administration Specialist** to support the successful construction of complex Public Safety facilities throughout Florida and across the United States.

Our work goes beyond buildings. We design facilities that support first responders, enhance operational efficiency, and improve the experience of the people who work in these facilities every day.

Since 1971, ADG has built a national reputation for innovative, award-winning design with a specialized focus on Public Safety Facilitates, including:

- Police Headquarters
- Fire Rescue Stations
- Emergency Operations Centers (EOCs)
- 911 Communication Centers
- Tactical and Specialty Training Facilities

As a Construction Administration Specialist, you'll serve as the architectural team's primary representative during construction, working closely with clients, contractors, consultants, and project architects to help ensure projects are constructed in accordance with the design intent. You'll play a critical role in resolving field issues, ensuring project quality, and helping deliver facilities that will serve communities for decades.

Project Duties:

- Manage construction administration activities from Notice to Proceed through project closeout.
- Review shop drawings, product data, samples, RFI's, substitution requests, and other contractor submittals.
- Conduct site visits to observe and document construction progress
- Prepare field reports and communicate observations to project team and clients
- Coordinate with architects, engineers, owners, and contractors to resolve construction related issues.
- Review pay applications, change order requests, and requests for substantial and final completion.
- Assist with punch list inspections and project closeout.
- Support quality assurance throughout construction while protecting the design intent.

- Travel periodically to project sites throughout Florida and occasionally throughout the United States.

Qualifications

- Professional degree in Architecture, Construction Management, Engineering, or a related field is preferred
- 5+ years of experience in construction administration, architecture, construction management, or commercial construction.
- Strong understanding of construction documents, building systems, construction sequencing, and applicable building codes.
- Experience reviewing RFI's, submittals, shop drawings, and change orders.
- Proficiency with Bluebeam, Microsoft Office, and construction management (re: ProCore, Part 3) software a plus.
- Excellent communication, organizational, negotiation, and problem-solving skills.
- Ability to build collaborative professional relationships.
- Experience with institutional, government, public safety, or municipal projects is highly desirable.
- Ability and willingness to travel for periodic site visits.

Why Architects Design Group?

At ADG you'll work on projects that directly support first responders and the communities they serve. Our team values collaboration, creativity, professional growth, and long-term client relationships.

We offer:

- Completive compensation.
- Comprehensive benefits plan.
- 401(K) retirement plan.
- Flexible work schedule.
- Professional Development opportunities.
- Career advancement within a nationally recognized design firm
- Opportunity to work on distinctive, high profile public safety projects.

Learn more about our work at

www.adgusa.org