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ARCHITECTS

ON-SITE CONSTRUCTION ADMINISTRATION ARCHITECT

Position Summary:

As a Construction Administration focused Architect, you will be located at the construction job site as a representative of SB Architects. Your focus will be on the construction administration phase of the ongoing projects. You will be working closely with SB Architects project team members, coordinating with consultants, and effectively communicating with General Contractors and Owners.

Potential candidates must have strong technical skills with an eye toward design, excellent verbal and written communication skills, and the ability to support projects working both individually and in teams.

This position is looking for a detailed eye to work with our team on-site and lead construction administration on multiple Miami office-based projects, located on the West coast of Florida. The current immediate need is for a large-scale mixed-use project on Longboat Key, Florida.

What Will You Do?

- Report to the construction site daily, as a representative for SB Architects
- Work closely with the project team coordinating all ongoing design and construction issues
- Provide periodic construction field reports
- Contribute to the RFI / Submittal process
- Be diligent in enforcing the design intent implicit in the Architect's prepared Contract Documents (Drawings and Specifications), as well as have a strong working knowledge of the engineering design intent through documents prepared by consulting disciplines.
- Ensure projects are being built as per requirements of building codes, zoning laws, fire regulations, and related ordinances are met
- 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, review and evaluate plan review coordination/building information management models (BIM) and drawings. Prepare meeting minutes when contractually required.
- Evaluate, select and/or approve materials and products
- Demonstrate enthusiastic commitment to the multidisciplinary project development process and team-focused environment
- Collaborate with senior staff members and partners in charge based on project needs.
- Travel as required to attend regular site visits and meetings

Required Skills:

- Licensed Architect with 10+ years of experience with a focus on large-scale mixed-use projects Hotel / Multi-Family Residential
- Demonstrated experience in Construction Administration Phase
- Proficiency in Revit /BIM documentation software (AutoCAD and Revit) highly preferred
- Proficiency in MS Office, including Word, Excel, Projects, and Outlook
- Strong leadership, organizational, communication, and relationship-management skills
- Proven record of managing projects during construction

- Ability to lead the coordination of architectural drawings for complex projects across multiple consultant teams
- Ability to resolve complex technical and design issues
- Ability to effectively manage time and meet deadlines
- Ability to work in a collaborative team environment
- Familiarity with online construction management tools (such as Procore)
- Familiarity with Type I Construction Type

Required Experience:

- A professional degree in Architecture (BArch/MArch) is required
- 10+ Years of professional experience is required
- Architectural license in Florida is preferred
- Previous work experience in high-end luxury residential, mixed-use, and hospitality projects is required

Benefits & Compensation

- SB Architects offers full benefits for its staff, 401k matching, Bi-Annual bonuses and competitive compensation.
- We work on a “9/80” work schedule with every other Friday off
- Social outings including baseball games, picnics, and other team-building events throughout the year

Qualified candidates should apply through our web portal via Paylocity or email CV and work samples directly to tdias@sb-architects.com.

SB Architects

In six decades of practice, SB Architects has established a world-wide reputation for excellence in the planning and design of large-scale hotel, resort, vacation ownership, multi-family residential and mixed-use projects. Widely recognized for our highly individual approach to design, our firm has received over 200 awards for design excellence.

With a staff of highly trained, immensely talented and deeply passionate individuals in our San Francisco and Miami offices, we successfully merge fifty years of experience with the energy, drive and dedication of a second generation of partners. With the technical capabilities and the understanding to take even the largest projects from initial concept through construction anywhere in the world, we remain a hands-on, design-oriented practice at heart. Integrity in design, connection to the client and balance in our corporate culture are integral to our identity.

Our vast experience with a wide array of project types, geographic locations, construction techniques and architectural styles gives us a high level of expertise, while our collaborative process and individual approach to each project allow us to be flexible and responsive. Site-sensitive design has been a hallmark of our practice.

