

# **CONSTRUCTION ADMINISTRATOR HICKORY, NORTH CAROLINA**

Progressive regional consulting engineering firm seeks highly motivated candidates for Construction Administrator position in our Hickory, North Carolina office. The Construction Administrator is part of the Construction Services Team and is directed by the Construction Services Manager or regional Office Manager. The Construction Administrator will work directly with the surveying and engineering groups within the firm to facilitate projects.

## **Essential Duties and Responsibilities**

Candidates should be able to accurately read and comprehend construction plans; keep accurate and complete records documenting daily construction activities; have strong time management and organizational skills; be able to observe significant, multiple, and simultaneous construction projects; have strong mathematical aptitude and be able to verify and check contract quantities / costs as related to contractor pay applications; be able to scale and measure distances accurately.

## **Physical Demands**

- Frequently standing or driving multiple hours at a time
- Required to sit, climb or balance, stoop, kneel, crouch, or crawl
- Drive multiple hours at a time
- Walk in rugged terrain
- Reach with hand and arms
- Use hands to finger, handle, or feel objects, tools, or controls
- Work in a loud environment, i.e. on a construction site

- Work in adverse weather conditions
- Frequently lift and/or move 35 pounds
- Occasionally lift and/or move up to 75 pounds

### **Minimum Education and Licenses**

- Bachelor's Degree in Civil Engineering or Construction Management from an accredited four-year college or university or an Associate's Degree or equivalent from two-year college or technical school and 5 years of related experience
- Minimum of 10 years of progressive and relevant experience in the construction industry.
- Valid North Carolina driver's license

### **How to Apply**

To apply, please email a cover letter and resume with references in one document to [recruiting@mcgillengineers.com](mailto:recruiting@mcgillengineers.com). Please list "Construction Administrator - Hickory" in the subject line of your email.