

CONSTRUCTION ADMINISTRATOR PINEHURST, NORTH CAROLINA

McGill Associates is a consulting engineering firm offering multidisciplinary services in North Carolina, Tennessee, and Virginia. We serve municipal and private clients with a focus on water/wastewater, civil site design, and environmental services. We are currently seeking highly motivated candidates for a Construction Administrator position in our Pinehurst, North Carolina office.

Essential Duties and Responsibilities

The Construction Administrator (CA) oversees and manages the construction administration phase of a project and administers the construction contract. The CA ensures the contract is properly adhered to and facilitates a successful and completed construction project. The CA will typically supervise the work of a Construction Field Representative (CFR) that has been assigned to observe various construction projects. The CA should understand how to address, administer and respond to requests for information, change order considerations and contractor issued payment requests. The CA shall direct construction administration activities with clients and contractors.

Minimum Education and Licenses

- Bachelor's Degree in Civil Engineering or Construction Management or an Associate's degree or equivalent from two-year college or technical school and 5 years of related experience or a minimum of 15 years of progressive and relevant experience in the construction industry.
- Valid North Carolina driver's license
- 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 stand up to eight hours or more at a time and walk in rugged terrain
- Required to sit, climb or balance, stoop, kneel, crouch, or crawl
- Drive multiple hours at a time
- 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

How to Apply

To apply, please email a resume to recruiting@mcgillengineers.com. Please list "Construction Administrator - Pinehurst" in the subject line of your email.

McGill Associates does not discriminate with respect to any term or condition of employment based on race, color, religion, sex, national origin, age, actual or perceived disability, veteran status or any other criterion prohibited by law, and takes pride in its vigilant compliance with all laws pertaining to unlawful discrimination in employment. McGill Associates is committed to providing a Drug-Free Workplace.