

CONSTRUCTION ADMINISTRATOR RALEIGH, 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 Raleigh, North Carolina office.

Essential Duties and Responsibilities

The Construction Administrator (CA) leads the construction administration team to ensure the contract is properly adhered to and to facilitate a successful and ultimately completed construction project by overseeing and managing the construction administration phase of a project. He or she administers the construction contract by directing the construction administration activities on projects and monitors for construction document compliance. The CA may supervise the work of a Construction Field Representative (CFR) that has been assigned to observe various construction projects. The CA administers and responds to requests for information, change order considerations and contractor issued payment requests and directs 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 - Raleigh" in the subject line of your email.

McGill Associates is an Equal Opportunity Employer. All terms and conditions of employment including, but not limited to: hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training comply with the regulations of Title VI and VII of the Civil Rights Act of 1964. Employees are entitled to work in an environment free from any kind of unlawful discrimination or harassment.

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. McGill Associates participates in E-Verify.

McGill Associates conducts background, credit, and motor vehicle checks in compliance with all federal and state statutes. An offer of employment may be extended to an applicant prior to the completion of these checks, but the applicant may not begin work until the completion and approval of the results.

McGill Associates conducts pre-employment, random, project specific, for-cause, and post-accident drug screens in accordance with all federal and state statutes.

McGill Associates will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. All McGill Associates' facilities comply with the Americans with

Disabilities Act. Persons with hearing and/or speech impairments may contact McGill Associates by dialing 711 to access the state Relay Service for TTY/TDD.