

CONSTRUCTION FIELD REPRESENTATIVE/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 hybrid role as a Construction Field Representative/Administrator in our Pinehurst, North Carolina office.

Essential Duties and Responsibilities

The Construction Field Representative/Administrator provides construction observation and ensures the construction project is carried to completion and the contract is properly adhered to. He or she manages the construction administration phase of a project and administers the construction contract by directing the construction administration activities on projects and monitors for construction document compliance. He or she 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

- Associate's degree or equivalent from two-year college or technical school and 5 years of related experience or a minimum of 10 years of 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 cover letter and resume with references in one document to recruiting@mcgillengineers.com. Please list "Construction Field Representative/Administrator - Pinehurst" in the subject line of your email.