

## Job Information

Employer Name: MTA Inc.	AAA Member : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job Title: Construction administrator	Job Type (F/T or P/T): FT
Location(s): Calgary	Expected Start Date: March 2 2020
Website Address: www.mtalink.com	

## Job Description

This person is a leader, coach and mentor. They have exceptional people and communication skills and will be able to independently lead a project through construction completion and ongoing client maintenance. They will have 15+ years progressive experience.

They will be responsible to produce a high-quality product by effectively reviewing and managing the construction administration process and provide input during the development of contract documents. They will be responsible following the project architects teaming strategy and the project scope of work. They will be responsible for assuring design and technical excellence during construction and working within a collaborative frame work expressed through the 6 cornerstones of the MTA practice.

They will keep the Principal In Charge and Project architect informed of all construction related project matters. They will manage the contractor and support the project architect with client needs and expectations.

### POSITION OVERVIEW

- Take ownership of projects during construction administration and ensure they are successful by providing value on site and providing practical and cost effective solutions for clients while demonstrating a high degree of design sensitivity.
- Direct and supervise project reports and documents such as Building Permit Forms, ABC Schedules, PCN's, CO's, etc.
- Provide oversight for administrative CA support such as logging shop drawings and RFI's
- IDM support and coordination (schedule design reviews, QA / QC reviews, stamping & signing of drawings)
- Project communication and liaison with Clients, Sub-Consultants and Government agencies
- Review and monitor project scope and initiate corrective actions
- Coordinate consultant activity during construction administration
- May prepare contract documents
- Determine that office sets of Contract Documents are up-to-date at all times.
- Review all shop drawings and samples as required and assure that all drawings and samples are processed expeditiously.
- Conducts preconstruction meetings if required
- Review manuals, guarantees, bonds and other project and post-construction submittals for approval and dispositions.
- Assembles and verifies construction contract change order information for approval by Project Manager and Owner.
- Reviews contractor payment requests for preparation of Certificate of Payment.
- Responsible for and maintains favourable working relations with client and contractor representatives
- Make periodic site visits to observe the progress and character of the work; immediately inform Project architect/Manager of any instructions given to the Contractor; prepare a site review report
- Assure that all modification and drawings are reviewed and fully coordinated within the firm.
- Prepare deficiency list
- Assist with project summary

## Qualifications & Skill Sets

- They will have 15+ years progressive experience
- This person is a leader, coach and mentor. They have exceptional communication skills and thoroughly understand construction methods
- Demonstrates thorough understanding of project management process including scope, budgets and schedule.
- Exercises maturity in architectural judgment in anticipating and construction related issues and solving complexities, determining workable solutions while keeping the design intent
- Stays current with evolving building technology and systems applicable to the design process.
- Performs design review of design documents on several concurrent projects.
- Experience with Revit is an asset
- Registration with provincial regulatory board an asset
- Excellent time management and teamwork skills
- Effective written and oral communications skills
- Detailed knowledge of applicable building codes and by-laws
- Advanced knowledge of the construction practices
- Advanced knowledge of architectural practice
- High level of creativity, innovative thinking and problem solving
- Demonstrated experience in leading of teams in the completion of architectural projects
- Demonstrated advanced knowledge of building materials, detailing, construction techniques, building systems selection, related engineering principles, sustainability strategies and building codes
- Demonstrated practical knowledge of space programming and functional adjacencies
- Demonstrated awareness of latest industry wide initiatives, technologies and processes in the A/E/C community

## Contact Information

(Please indicate any documents which applicants are required to submit, i.e. portfolios, cover letter, etc)

Please submit your cover letter and resume to\*:  
MTA | Urban Design Architecture Interior Design Inc.  
310, 625 11 Ave SW  
Calgary AB T2R 0E1

Email: [careers@mtalink.com](mailto:careers@mtalink.com)

\*Electronic submissions are preferred