

## Job Information

Employer Name: L7 Architecture Inc.

AAA Member :  Yes  No

Job Title: Construction Administrator

Job Type (F/T or P/T): Full-time

Location(s): Edmonton, Alberta

Expected Start Date: TBD

Website Address: https://l7architecture.ca/

## Job Description

### JOB PURPOSE:

Under the direction of the Project Architect, the Contract Administrator is responsible to act as the liaison between the client and the general contractor; ensuring the client's interests are cared for, the design intent is met, the integrity of the contract documents remain intact and followed as part of the contract. Once the tender is awarded, the Contract Administrator acts as an evaluator, arbitrator and negotiator between the client and contractor on proposed changes.

### Client Care:

- Educates the client in how a construction project develops; keeping the client informed on progress throughout the life of the project
- Coordinates with, and provides clarification of the contract documents for, the contractor including pricing reviews, invoicing progress, claim reviews, issuing certificates for payment
- Acts as main point of contact for clarifications, site instructions, change orders, etc.
- Negotiating submitted pricing, field reviews and discussing status of construction, walk throughs: noting status changes, deficiencies, and similar
- Establishes and maintains effective working relationships with all stakeholders involved on each project
- Interacts effectively, engages in problem solving and team building, partnering with clients and contractors
- Defines issues, analyzes problems, evaluates alternatives, and develops sound, independent conclusions, and recommendations

### Administration & Coordination:

- Administers construction project start-up meeting with Project Architect
- Attends site-meeting reviews, records minutes and distributing to contractors, owner, sub trades, consultants, and engineers
- Involved in the review, approval and rejection of samples and drawings submitted by contractors ensuring design intent
- Responsible for regular follow up on building permit items, development permits, occupancy permits and warranty issues
- Collaborates with the Project Architect to resolve issues related to authority of jurisdiction, building permits and clarification by the City
- Identifies any post construction deficiencies
- Prepares, interprets, and evaluates planning documents, construction documents and complex design materials
- Composes and presents written documents or reports, including findings and recommendations regarding integrity of contract document specifications
- Completes and submits field reports following each site visit
- Understands, interprets, and applies federal and provincial laws, codes, standards, regulations, and practices applicable for contracts within architectural design, building and facilities construction
- Prepares clear and accurate documents, ensuring timely delivery and communication
- Updates and utilizes L7 standards and templates
- Writes, compiles, and reviews project specifications in conjunction with design and drawings

### Arbitration & Negotiation:

- May arbitrate on issues such as notice of proposed change, obtains pricing prior to the owner accepting change, reviews and looks for things missing
- Negotiates with the contractor and discusses with the owner on whether changes are within budget, mediating between contractor and owner regarding issues with pricing or acceptance by the owner

### Qualifications & Skill Sets

**Education:**

Post-secondary diploma or degree in Architectural Technology or Architecture from a recognized Institution. Proficient in MS Office, AutoCAD, project management/submittals, software, Harvest time tracking, and BlueBeam or similar.

**Experience:**

A minimum of 8 years related experience in an architecture firm with a strong understanding of contract documents and construction means. Recognizes the importance of effective implementation of contract documents during construction phase. In depth knowledge of technical detailing, construction process, and the construction industry.

**Key Character Strengths:**

- Champions L7 culture
- L7 representative with core value alignment
- Process oriented with excellent proofreading and a high degree of accuracy and attention to detail
- Service oriented; always seeking to add value
- An effective communicator with strong listening, oral and written skills
- Excellent time management, multi-tasking, coordination, and organizational abilities
- Strong problem solving and decision-making skills
- Excellent interpersonal and collaboration skills with the ability to negotiate, persuade and affect influence on others
- Adaptable; showing resiliency in our evolving environment
- Strong relationship-management skills with the ability to mentor and work effectively with a diverse team
- Energetic and results-oriented

### Contact Information

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

If this sounds like you, please submit your cover letter and resume to: [info@L7arch.ca](mailto:info@L7arch.ca)

We thank all candidates for their interest in L7 Architecture, however, only those scheduled for an in-person interview will be contacted.