



## CONSTRUCTION ADMINISTRATOR

The Construction Administrator is responsible for the observation and administration of projects during the construction phase. This position assists the Project Manager and Partner-In-Charge for each project, and works closely with the Senior Construction Administrator. This is a full-time position. To apply, email a cover letter & resume to [employment@bma1915.com](mailto:employment@bma1915.com). Please, no phone calls.

## ABOUT BARBERMCMURRY

BarberMcMurry Architects is a centennial architecture and interior design firm in Knoxville, Tennessee. We specialize in innovative planning, beautiful architecture and interior design that bring value to our clients and to our community. BMA has been recognized as an Outstanding Emerging Professional Friendly Firm by AIA Tennessee, and has won more than 90 design awards in the past two decades. BarberMcMurry offers competitive wages and benefits, including life, medical, dental and vision insurance, 3 weeks PTO for starting employees, 401(k) with 4% company match, flexible scheduling, paid professional dues and licensure fees, and profit sharing.

## JOB RESPONSIBILITIES

- Assists in establishing the technical standards of the firm
- Assists architects in constructability reviews during the design and delivery process in order to improve the overall quality of projects and documents
- Reviews and comments on construction documents during final checking periods
- Conducts pre-construction conference and attends all special construction-related meetings
- Observes and reports on construction
- Assists Partner-In-Charge, Project Manager and Office Manager in coordinating Requests for Information, Architect's Field Instructions and Change Orders during the construction phase
- Reviews contractors' Requests for Payment for PIC approval, critical path schedules, and requests for substantial completion

- In conjunction with the Project Manager, determines dates of substantial completion, verifies punch lists, arranges for final inspection, and reviews and approves all close-out documents
- Enforces construction documents; reports field problems from design or production practices to Project Manager and PIC
- Conducts one-year warranty inspections
- Other duties as assigned

## EDUCATION & EXPERIENCE

At least a Bachelor's degree in architecture, construction science, or similar field. Strongly preferred: Experience in the construction industry, and/or licensed as a general contractor, and/or in all phases of architectural practice.

## ESSENTIAL KNOWLEDGE & ABILITIES

- Must have proficient knowledge of architectural design; building codes, materials and costs; construction techniques; legal aspects and liabilities of professional practice and construction; and integration of engineering disciplines
- Must be able to read and interpret blueprints, specifications and other technical drawings and documents
- Proficient in Microsoft Office Suite
- Excellent interpersonal and communication, organizational, and time management skills; must have strong personal ethics
- Strongly preferred: Architect licensed in the State of Tennessee (NCARB ideal)
- Strongly preferred: Proficiency with BlueBeam
- Preferred: Proficiency with BIM (Revit) software

## PHYSICAL REQUIREMENTS

Must be able to walk, crawl, climb, bend and otherwise freely move throughout a construction site. Must be able to lift up to 30 pounds. Must be able to see and differentiate colors. Other physical requirements may include prolonged periods sitting at a desk or in a vehicle, and working on a computer or tablet.