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careers

[< Welcome page](#)

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## On-site Construction Administrator

US-FL-Fort Myers

# Positions 1

### Overview

If you enjoy solving complex challenges in the field with the support of a collaborative project team that celebrates each person's ideas, experience, and creativity, this might be the opportunity for you. Flad is a national architectural firm, with ten offices across the country, specializing in science, healthcare, academic, and workplace spaces. Flad is a team of creative, intelligent, energetic people who help our clients tackle the issues that change people's lives.

**This position requires the individual to be on-site in Lee County, Florida, Monday through Friday each week.**

### How will your days be spent

- Acting as the primary team member on-site, understand project detail and design intent with the ability to interpret and resolve issues in the field expeditiously.
- Perform on-site observations and document results relative to the quantity and quality of the contractor's performance.
- Provide prompt and expeditious service regarding issues of interpretations, decisions, construction bulletins, payment requests, and other matters that contribute to an efficient process.
- Review, evaluate, and respond to RFIs and review submittals. Bring questions or concerns to the attention of design team members as required.
- Monitor construction changes, shop drawings, samples, product data and/or other submissions from the contractor.
- Review shop drawings, reject work that does not conform to the construction documents, and record the issues with a corrective action report or non-conforming work notice.
- Assist with coordination and/or review work of project team members to advance decisions and schedule.

## What you bring to this role

### Experience:

- Minimum of ten years of architectural experience working on medium scale projects required. Large scale project experience preferred.
- Experience with healthcare architecture and deep understanding and experience with construction administration processes required.
- Ability to collaborate to support decision making in a timely and inclusive manner required.

### Software:

- Proficiency in Microsoft Office required. Proficiency in Revit preferred.
- Experience with web-based project management programs and Bluebeam preferred.

### Education:

- Degree in architecture required.
- Registered Architect in the United States preferred.

### Flad offers a wide range of benefits including:

- Health, dental, and vision insurance
- Generous paid time off and paid holidays
- Financial health and wellness benefits - retirement savings plan; fiduciary advisor; identity theft plan; Section 125 flexible benefits; income protection – life insurance, short-term disability, long-term disability; Employee Assistance Program (EAP)
- Continuing education and career development – internal programs; funds set aside for external programs, licensure and sustainability support, annual professional registration and organization reimbursement

Flad Architects is an Equal Opportunity Employer. Flad will provide equal opportunity to all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

If you need a reasonable accommodation to apply for a position, please contact Human Resources at 608-238-2661 or email us at [humanresources@flad.com](mailto:humanresources@flad.com).

Please apply online via <https://external-fladarchitects.icims.com/jobs/1974/on-site-construction-administrator/job>.