

MEP Construction Contract Administrator

Moseley Architects, a well established 180-person architectural and engineering services firm, with six locations in the Commonwealth of Virginia and the state of North Carolina, is devoted to providing design and construction administration services to public sector clients, focusing on buildings for higher education; K-12 education; government; as well as justice and public safety. Moseley Architects serves communities that expect well-designed buildings, which effectively meet their needs and support their goals. As such, the firm has responded with schools and collegiate buildings that enhance the educational experience; with courthouse architecture that conveys the central importance of the law; with government buildings that effectively promote the delivery of services to citizens; and with law enforcement and correctional buildings that facilitate protecting the public's safety. Additionally, Moseley Architects has emerged as a leader in sustainable and high performance design. This accomplishment reflects a strong commitment to green design at the core of the firm's practice.

In 2006, the firm created our own in-house Moseley University program to provide staff with a platform for learning additional skills, which assist with his/her current position within the firm and pave the road to future advancement. The University offers a number of courses that are taken in conjunction with a pre-established development track plan. These courses are offered at the firm's Richmond office and many are also offered in our other office locations or made available on-line as well, and are conducted during business hours. In many cases, the courses meet Certification and Licensure Credit Requirements and have been approved for continuing education units (CEUs).

We are **currently seeking an MEP Construction Contract Administrator (CCA)** to join our team to perform Construction Contract Administration duties for large commercial projects in the Northern Virginia and Southern Maryland area. This position can either be based out of our Warrenton, Virginia office, or our Richmond, Virginia office location. The MEP Construction Contract Administrator provides the leadership for the construction phase services on behalf of Moseley Architects for engineering disciplines. As such, this position serves as the point of contact for Moseley Architects in concert with the Architectural Construction Contract Administrator for all interaction with Owners and Contractors during the construction phase. In this role, the MEP CCA has the final control and responsibility for timeliness and quality of all engineering related construction phase administrative actions regardless of assistance provided by other employees or consultants. Job duties will include but not be limited to:

- On-site visits to review compliance with contract documents.
- On-site visits to observe and report on work in progress.
- Attend monthly construction progress meetings.
- Respond to Contractor RFI's and perform certain submittal reviews.
- Timely contract modification preparation and cost proposal review.
- Review Contractor applications for payment.
- Substantial completion inspections.
- Maintaining up to date project records.

For the position of MEP Construction Contract Administrator the following is required:

- A valid driver's license and driving record that meets insurability requirements as defined by the company.
- At least 3 years of construction contract administration experience on large commercial projects.
- Strong background in mechanical, electrical, and plumbing design.
- The ideal candidate will be organized and give strict attention to detail and be a good troubleshooter and problem solver who works well under pressure with a can-do attitude.
- Working knowledge of codes and standards such as ACCA, SMACNA, NEC, IBC, ASHRE .
- Knowledge & experience in cost analysis and estimating.

- Ability to develop good working relationships with all involved on a project, architects, local officials, contractors, vendors in order to help successfully complete projects within limits of budget and time.

If your position at Moseley Architects requires operation of a motor vehicle you must present and maintain a valid driver's license as well as a driving record acceptable to our firm's liability insurance carrier.

Top salary and benefits package. Please send in your cover letter and a targeted resume with references, which summarizes your qualifications, by applying online through our website at www.moseleyarchitects.com, or you may send your cover letter, resume, and references to: 3200 Norfolk Street, Richmond, VA 23230 Attn: Human Resources, or by email to resumes@moseleyarchitects.catsone.com

Moseley Architects is an Equal Opportunity Employer.