

Construction Administrator

About Us

Civil Design Concepts is an Employee-Owned value-add Engineering firm offering a full array of land planning and consulting services to public and private clients in Western North Carolina, Eastern Tennessee, and Upstate South Carolina. We are looking for a new employee owner to join our rapidly growing company and fill the role of Construction Administrator.

The Perks

We recognize that compensation, benefits, and paid time off can help our employees maintain a healthy work/life balance. CDC is proud to offer flexibility in schedules, competitive salary, bonuses, health, dental and vision insurance, disability and group term life insurance, and a safe harbor 401(k) match. While we work hard, we also play hard, join us for quarterly social events, food truck Tuesdays, and Employee Ownership Week just to name a few. We also encourage our employee's professional development by paying for license renewals and professional fees or memberships, along with providing tuition assistance.

About the Position

As a Construction Administrator we hope to leverage your experience and knowledge in construction management and oversight to help us bring a unique and seamless construction experience to our clients. If you have this knowledge and experience and enjoy working with clients and contractors to push projects to completion, our firm is looking for you.

The Construction Administrator will be responsible and accountable for overall success of assigned projects leading up to and during construction. This includes internal project budgeting, clear communication about the project schedule, and meeting deadlines, managing client needs and expectations, coordination with permitting agencies and other important stakeholders, the production of all elements of the management and project closeout deliverables. You would also be expected to assist with the reviewing the constructability of the civil design plans, preparing specifications, and supporting documentation for the project and responsible for compiling and managing the appropriate resources to deliver the project to the client. As a prerequisite to obtaining this position, an individual must exhibit a basic understanding of civil engineering design, and demonstrate proficiency in project management, leadership amongst fellow co-workers, and outstanding client contact skills.

The Construction Administrator will be expected to foster the mentorship of their direct reports and demonstrate a strong sense of leadership amongst peers both internally to CDC and externally to public. This position will continue to seek mentorship from Principals and Client Managers to strengthen project, employee, and client management skill sets. The Construction Administrator will continue growing in their role while focusing to further develop skill sets in specific areas of managing projects, employees, and clients.



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Key Responsibilities

- Daily communication with clients and staff
- Attend meetings with developers, contractors, and municipalities
- Prepare construction estimates for Civil site work
- Prepare technical specifications, bid documents, and contracts
- Manage the bidding, and Contract process for Civil site projects
- Prepare and run client and contractor meetings to keep projects on track
- Ensure project plans and documents are complete, current, and accessible at all times
- Review materials submittals, and design build plans.
- Work with design teams to answer RFI's and provide field direction
- Review and create site reports, and testing reports
- Oversee and manage the closeout process with multiple municipalities, on multiple projects simultaneously.

Qualification Requirements:

- Proven history of effective client and project management
- Minimum qualifications include:
 - Bachelors degree preferably in Construction Management, or Civil Engineering
 - 3-6 years of construction/ project management, preferably in development (residential, commercial, and/or industrial)
- Must understand, interpret, explain, and apply complex rules, regulations, laws, and ordinances
- Ability to prioritize tasks in a fast-paced work environment and shift priorities as needed in order effectively manage pipeline
- Ability to independently manage multiple employees and projects concurrently
- Excellent communication skills both written and oral are required to interact with clients, municipal, county and state entities and other relevant stakeholders to develop project scopes and troubleshoot issues
- Proficient in Microsoft Office, Word, Excel, As well as able to operate in various PM software, and scheduling systems
- Must possess a valid Driver's License and acceptable driving record