



*Architects • Engineers • Surveyors*

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### **Construction Administrator**

Pickering Associates is seeking a meticulous and proactive Construction Administrator to serve as the vital link between our design team and the construction site. This role is full time, with the ideal location in our Parkersburg, WV office.

General Responsibilities include but are not limited to:

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the organizations mission, strategic plan, objectives and values.
- Liaison between client, project manager, operations, and contractors to achieve successful project completion.
- Accurately predict the cost, size, duration and profitability of future projects and jobs.
- With staff, develops, implements and monitors contract documents to achieve goals and objectives.
- Contributes to the development of and monitors performance against the annual departmental budget.
- Participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Manages the review of contract documents for projects for constructability.
- Administers the construction and preparation of major capital projects utilizing external contracting firms.
- Prepares costs estimates, establishes the scope, schedule and budget for construction projects; negotiates and manages construction contracts.
- Reviews construction specifications for compliance with standards; interprets specifications and organizational policies and initiates or reviews change orders; prepares periodic project status reports.
- Tracks, evaluates and reports on construction project progress to Department managers.
- Provides monitoring and onsite inspections for projects.
- Coordinates work with other departments and outside agencies and firms; assists in preparation of annual departmental budget.
- Administer contracts, bidding, and close-out for projects relating to the specific client. Serve as the liaison between the organization and consultants and/or contractors. Oversees the day to day progress of consultants and contractors.
- Review monthly progress payments, contract change orders; interpretation of project plans and specifications and coordinates final inspection(s).
- Identify and quantify cost factors, such as production time, materials, and labor expenses
- Travel to jobsites to gather information on materials needed, labor required, and other factors
- Read blueprints and technical documents in order to prepare estimates
- Collaborate with engineers, architects, clients, and contractors on estimates
- Use computer software to calculate estimates



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- Evaluate a product's cost-effectiveness or profitability
- Work with sales teams to prepare estimates and bids for clients
- Develop project plans for the duration of the project
- Other duties as assigned

Qualifications:

- Bachelor's degree in Construction Management, Engineering, Building Science or related field.
- Extensive documented job experience will be considered in lieu of a degree.
- Knowledge of applicable codes, regulations and laws.
- Strong communication skills and technical writing.