



Construction Administrator (Independent Contractor)

SWIFT LEE OFFICE

Pasadena, CA

Swift Lee Office (SLO) is a small firm doing projects with a big impact. Founded in 2000, we are committed to the vision we started with: to run a multidisciplinary design studio combining architectural practice with hands-on making, fabrication, prototyping, and experimentation. We run an open studio where hierarchy matters less than our willingness to collaborate and share ideas. Our extensive portfolio includes innovative residential, educational, civic, commercial, and industrial projects. Above all, we seek out projects that strengthen the social fabric of communities, and we're committed to being good stewards of the environment.

We have an immediate opening for a part-time construction administrator (independent contractor) to work on several LAUSD projects. Candidate must have comprehensive construction and administrative experience with strong knowledge of code as well as oral and written communication skills. Must be an experienced project manager who is able to work independently and be highly organized and detail-oriented.

MINIMUM QUALIFICATIONS

- Professional degree in architecture (Licensed CA architect a plus)
- Minimum 5 years' experience in a high-quality architectural firm
- Proficient in AutoCAD, Adobe Acrobat Pro., and Bluebeam
- Experience in accessible design and good working knowledge of CBC Chapter 11B
- Legal authorization to work in the U.S. and English fluency
- Construction administration responsibilities include but not limited to:
 - Attend weekly site meetings
 - Prepare meeting notes and follow-ups
 - Construction photography
 - Maintain submittal and RFC logs
 - Review contractor's proposed cost for changes
 - Respond to LAUSD's Request for Clarification
 - Review submittals and shop drawings
 - Inspect and confirm substantial completion
 - Prepare punch-list
 - Prepare and submit DSA CCDs
 - Process/respond to NCIL items
 - Preparation of As Built record drawings
 - Working knowledge of DSA forms and protocols
 - Working knowledge of LAUSD guidelines, forms and protocols

COMPENSATION AND HIRING PRACTICES

Hourly pay commensurate with experience. We support and advocate for diversity and equal representation in all aspects of our practice, in our hiring decisions, and in the field of architecture at large.

OTHER INFORMATION

- Part-time position
- Local candidates ONLY
- Must be able to start immediately
- Please no phone calls, drop-offs, agencies

APPLICATION

- Letter of interest
- Resume with references
- Work samples (professional & personal work)
- Submit above in a single PDF format file (Max. 8 MB) to jobs@swiftleeoffice.com