

HMC Architects

Position Location

Work where you want! This position is eligible for hybrid (office/remote) working arrangement and flexible working hours. You can be located near anyone of HMC's Southern California locations including, Los Angeles, or Ontario, California.

Who We Are

HMC Architects is an employee-owned design firm with an inherent desire to make a difference in our communities. As a purpose-driven brand based on values, our mission to design for good drives everything we do. And our ownership culture creates alignment and increased commitment to that mission, keeping us on track to being successful.

What We Do

Founded with the purpose of anticipating community needs, HMC aims to create designs that have a positive impact, now and into the future. We focus primarily on opportunities to have the most direct contribution to communities—through healthcare, education, and civic spaces.

Summary

The Construction Administrator will be responsible for construction administration and bidding of a medium to large size projects through construction. Has primary responsibility for working to agreed budgeted hours for the construction document phase. Responsible for responding to questions and processing documents as required in construction. Has client contact and authority to direct, control, and monitor all project activities during construction under direction of Senior Construction Administrator, Project Manager, or PIC.

Minimum Requirements

Education: College degree or High School Diploma with equivalent demonstrated proficiency and minimum two (2) years college related courses preferred.

Experience: Minimum of seven (7) years' experience in the architectural profession or in the construction industry, equivalent experience to a Project Manager.

Other Requirements and Responsibilities

Communication and Collaboration

- Listen and communicate effectively and professionally.
- Asks questions about assignments when unclear.
- Has working knowledge and understanding for use of HMC equipment and software.
- Coordinate with team members and consultants for conflicts and discrepancies.
- Ability to apprise supervisor and client for status of work.
- Establish productive working relationships, and deal effectively and cooperatively with clients, team members, consultants, and government agencies.
- Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; make timely decisions.
- Collaborate with appropriate staff to meet goals and objectives of project.
- Coach, mentor, and provide performance-enhancing feedback of assigned team members.
- Always be professional and respectful in interactions with clients and consultants.
- Ability to professionally communicate both verbally and in writing to give assignments to office support staff, consultants, and vendors.

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Documentation

- Support the construction administration phase of a project by reviewing submittals, shop drawings, response to RFI's and preparation of instruction bulletins for changes.
- Ability to correspond effectively with agencies, consultants, and clients.
- Write meeting minutes, field reports, instruction bulletins, change orders, RFI responses, and professional correspondence and other appropriate correspondence during construction administration.
- Writes precise field reports, and documents all issues and non-compliance items thoroughly; tracks and follows through all issues for resolution; informs PIC and client regarding problems in a timely manner.
- Understand general conditions and the requirements of the contractor, client, and our consultants and be able to explain them to a client.
- Write proposals and negotiate fees with consultants and be able to review these with the PIC and client.

Management

- Demonstrate motivation in seeking new responsibilities and challenges.
- Participate in overseeing staff performance, take appropriate action to report address both positive and negative performance.
- Assist and/or prepare evaluations or employees that they may supervise or have input of employees that support CA.
- Set goals, prioritize, and plan work activities for self-management and use time efficiently.
- Estimate hours for assigned tasks and finish tasks within agreed upon budget hours for the task.
- Manage projects, CA budget, staffing, and coordinate billing during CA.
- Collaborate with design and production staff, and consultants.
- Work to keep projects within cost-saving measures; contribute to profits and revenues, and use resources effectively.
- Understand contractual liabilities as they relate to projects including fee calculations.
- Monitor and assist their supervisor in the collection of aged accounts payable for the projects.
- Prepare plans of action with their supervisor for resolving project related problems.
- Ensure that project conforms to contractual agreement with client, meeting all set budgets, goals, and work assignments for their project team that clearly defines project expectations.
- Have complete knowledge and follows HMC procedures, standards, and protocols.
- Reviews and improves CA procedures, systems, logs and documents for efficiency and risk management

Design

- Participate in office design charrettes.
- Support design team and ensure that the design intent is followed during construction administration phases.
- Integrate design principles with project design team and maintain design integrity through construction administration.
- Promote design quality and design collaboration.

Technical

- Assist in all aspects of the plan check process.
- Understand technical terminology of the architectural and construction industry.
- Coordinate drawings with consultant drawings and specifications.
- Apply building code concepts of accessibility, occupant loads, exit widths, fire rated walls and doors, ramps, stairs, and handrails.
- Understanding of basic construction systems of walls roofs, doors and windows.
- Coordinate with government agencies and utility companies to make sure construction goes smoothly.
- Review documents before bidding to ensure quality, coordination, and constructability.
- Review cost estimates and conduct value analysis of construction related changes and change orders.
- Provide a fair and accurate review of pay requests, change order requests, and change orders.

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- Be familiar with the CPM schedule process.
- Coordinate and participate in cost estimating.
- Have working knowledge and follows HMC procedures, standards and protocols.
- Have the ability to prepare costs of typical construction materials and building components.
- Understand construction practices, testing, and inspection requirements and procedures and relationships between contractors and subcontractors.
- Be able to accurately verify existing field conditions prior to contract document completion and during discovery while under construction.
- Knows consultant work well enough to see if things are generally being constructed correctly and requests reviews from consultants at the appropriate time.
- Knows all documents well enough to be able to recognize a construction change or defect.
- Provide formal feedback to Senior Technical Managers, Senior Specification Writers, and Senior Estimators for improving construction details, specifications and cost trends.
- Performs comprehensive and coordinated reviews of submittals and shop drawings in a timely manner.
- Is familiar with building codes and regulations, and is vigilant in catching code violations during submittal/shop drawing reviews and field observations.
- Performs methodical field observation and documents, non-compliance, and other problematic issues.
- Tracks and follows through on all issues related to project closeout for punch lists, change orders, closeout documents, and as-built documents in compliance with the contracts.