

**Senior Construction Administration Architect**

Noll & Tam Architects is a 30-person, award-winning architectural firm in West Berkeley celebrating 25 years in business in 2017. Public projects are our focus: libraries and other community and civic facilities, higher education and K-12 schools, and workplace interior design and space planning. We also work on animal care and zoo, science and technology, healthcare and transit projects. Our firm culture is collaborative, team-based and friendly. We value making meaningful contributions to our clients, our community, and our environment. Noll & Tam hires to keep: 43% of our employees have been with us for more than 10 years. We pride ourselves on developing talent from within and are actively looking for candidates who are interested in growing with us.

We are seeking a **Senior Construction Administration Architect** for our practice. The position will focus on design services during construction.

**Responsibilities:**

- Leadership role for design services during construction
- Review and interpret construction documents.
- Submittals, RFI's and Applications for payment
- Resolve problems which arise on the jobsite, coordinate bulletins to the contract documents, make recommendations, and consult client / owner on all issues related to the project.
- Monitor, review and process closeout submittals and perform periodic QA/QC construction site visits, including substantial presence at the construction site
- Cost estimate, bid, and construction schedule review
- Constructability review for documents prior to bidding

**Requirements:**

- Professional architectural degree
- California registration
- Minimum 10 years technically-oriented experience
- Familiarity with Type I, II, V construction types
- Proficient in Revit, Word, Excel
- Strong working knowledge of the California Building Code
- Ability to work effectively on multiple projects, set priorities and maintain schedules.
- Experience with both new and renovation projects in the public sector
- Able to work effectively with consultants during construction
- Familiar with products and building systems for Type I, II and V construction.
- Willing to be a mentor to junior staff, and provide guidance and assistance.

Position is a full-time hire. Compensation and benefits are competitive. Benefits include paid holidays, vacation, sick leave, medical insurance, dental insurance, long and short disability insurance, FSA, transit reimbursement, professional development allowance, p reimbursement, and 401(K) plan.

Please submit your cover letter with a salary range request, resume, design portfolio, and references in a single PDF attachment by e-mail. Please limit size to 10MB. No phone calls, please.

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