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Flad Architects
Construction Administrator
San Diego, CA

Overview

If you enjoy solving complex challenges with the support of a collaborative project team that celebrates each person's ideas, experience, and creativity, this might be the opportunity for you. Flad is a national architectural firm, with ten offices across the country, specializing in science, healthcare, academic, and workplace spaces. Flad is a team of creative, intelligent, energetic people who help our clients tackle the issues that change people's lives.

How will your days be spent

- Lead the Construction Administration process and team to provide prompt and expeditious service regarding issues of interpretations, decisions, construction bulletins, payment requests, and other matters that contribute to an efficient process.
- Oversee and perform on-site observations and document results relative to the quantity and quality of the contractor's performance. Understand project detail and design intent with the ability to interpret and resolve issues in the field expeditiously.
- Facilitate timely communication between the owner, contractor, project manager, and other relevant project team members, advising Flad team members of services needed during construction.
- Conduct pre-construction and progress meetings and represent Flad at OAC meetings.
- Manage coordination and relationship with project consultants during Construction Administration.
- Work with project leadership to manage response to client questions and concerns. Maintain good working relationships with the client and its stakeholders, consultants, contractor, and subconsultants.
- Review and evaluate RFI's and submittals. Bring questions or concerns to the attention of design team members who will address problems and suggest resolutions.

What you bring to this role

Experience:

- Minimum 10 years of relevant architectural experience working on large-scale projects required.
- Minimum 5 years of recent and relevant Construction Administration experience required.

Software:

- Knowledge of Microsoft Office and Bluebeam required.
- Experience with web-based project management programs required.
- Proficiency in Revit, AutoCAD, and SketchUp preferred.



Education:

- Degree in architecture, construction, or related field required.
- Registered Architect or Professional Engineer in the United States preferred.
- Successful completion of the Construction Documents Technology (CDT) program encouraged; Certified Construction Contract Administrator (CCCA) certification preferred.
- Sustainability accreditation preferred.

Flad offers a wide range of benefits including:

- Hybrid work environment
- Health, dental, and vision insurance
- Generous paid time off and paid holidays
- Financial health and wellness benefits - retirement savings plan; fiduciary advisor; identity theft plan; Section 125 flexible benefits, including mass transit and parking; income protection – life insurance, short-term disability, long-term disability; Employee Assistance Program (EAP)
- Continuing education and career development – internal programs; funds set aside for external programs, licensure and sustainability support, annual professional registration and organization reimbursement

Annual base salary range is currently: \$105,000 - \$145,000. Actual starting salary will be within that range, and is dependent upon job-related education, knowledge, and experience.

Flad Architects is an Equal Opportunity Employer. Flad will provide equal opportunity to all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

If you need a reasonable accommodation to apply for a position, please contact Human Resources at 608-238-2661 or email us at humanresources@flad.com.

