

# SLM

## Construction Administration Architect



### About SLM Architecture

With over thirty years of collective professional experience, SLM Architecture takes the art of design and the technology inherent to innovation to develop sustainable structures that work to stimulate the human experience.

We recognize that investment in our team is essential to building a strong well-rounded resource for our clients and the communities we serve. We are committed to continual professional development through building our resources, in-house training programs, and encouraging individual and shared interests bit in and outside of the office.

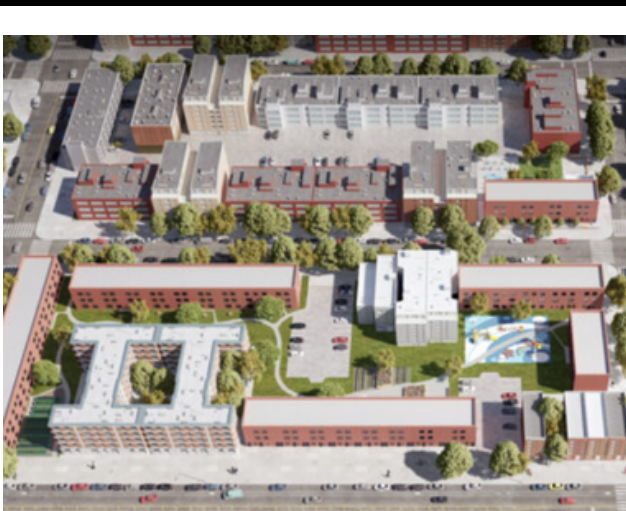
### Position Details

SLM Architecture is currently seeking a Construction Administration Architect to join our team in Mineola, NY. The ideal candidate will ensure the successful execution of new construction and renovation projects. The Construction Administrator Architect will be the key contact with the client, contractor, and consultants during this phase.



# Responsibilities

- Ensure new construction and renovation projects adhere to plans, specifications, and regulatory requirements.
- Monitor compliance with building standards, safety codes, environmental regulations, and relevant state, federal, and local regulations.
- Investigate project delays and determine current and future needs to ensure timely project completion.
- Evaluate and recommend approval for construction change orders, assessing their practicality and economic feasibility.
- Assist in coordinating the activities of architectural firms, engineering firms, geotechnical consultants, surveyors, material testing firms, general contractors, and mechanical, electrical, and plumbing contractors.
- Conduct inspections at project sites to monitor construction progress, perform final inspections, generate punch lists, and recommend acceptance of completed projects.
- Ensure the creation of appropriate documentation for each project and update necessary auditing entries.
- Review documentation for accuracy and timeliness, collaborating with the construction procurement manager for administrative recordkeeping.
- Maintain records of construction contracts, contract transactions, required submittals, requests for information, and change orders.
- Performs Punch listing and Meeting Minutes
- Proficient in conducting site inspections and generating comprehensive reports.
- Detail-oriented with the ability to review and maintain accurate project documentation.
- Ability to work effectively in a fast-paced, deadline-driven environment.



## Qualifications

- Bachelor's or master's degree in architecture or a related field
- 5+ years of experience within the field of Architectural Contract Administration
- Possess and apply a broad knowledge of architectural principles, practices, and procedures to complete assignments with originality and ingenuity
- Effective use of standard techniques, independent judgment in the evaluation & strong problem solving
- Strong computer, written, and verbal communication skills are essential
- Proficiency in AutoCAD, Procore, PowerPoint, and Excel. Revit preferred.
- Experience in NYCHA is preferred.