

CONSTRUCTION CONTRACT ADMINISTRATOR (CCA)

About EskewDumezRipple EskewDumezRipple (EDR) is a nationally recognized group of architects, designers, and thinkers operating within the fields of architecture, interior design, research, and urban strategies with studios in New Orleans and Washington DC. EDR has created a reputation for designing projects that are programmatically thoughtful and technically sophisticated as well as cost and resource conscious. Our commitment to enhance and protect both the cultural and natural environments of the communities we serve is evident in the beauty and technical craftsmanship of our designs and the long-term sustainability of our projects.

About the Job The position requires an intimate knowledge and thorough understanding of AIA Construction Contracts and requirements, applicable codes, schedule monitoring and an understanding of materials, methods and processes of construction. Candidate is expected to be a team player and have the ability to conduct meetings with contractors, clients, agencies and project representatives. Responsible for obtaining, verifying, processing, documenting and maintaining records relevant to a project, including but not limited to claims, change proposals and change orders, request for information, submittals, correspondence, payment application, contract documents, and other related documentation.

We are a design focused firm and the CCA is responsible for promoting the design intent during the construction process.

Responsibilities Perform the Architect's duties stated in AIA A201 General Conditions for Construction including but not limited to field observation, submittals, project correspondence, payment applications, RFI's, interpretation of both contract documents and performance of the work. Understand and enforce contractual obligations of all parties including requirements of the contract and monitoring compliance.

Act as the primary representative for the design team during construction.

Responsible for keeping the owner and project team informed of the status of the project, including contract status, compliance, modifications, potential claims and legal risks.

Ensure that all potentially legal and contractual matters are addressed efficiently and promptly.

Assist in evaluating cost and price proposals.

Provide construction phase education, guidance and counsel to senior and project management personnel.

Qualifications Bachelor's degree in Construction Management, Architecture, Engineering or related field required.

5-8 years of experience on projects ranging in size from \$5M to \$80M.

Experience with REVIT preferred, but not required.

Competent with Microsoft Office.

Competent with Bluebeam.

Experience with cloud-based construction software (Procore, Submittal Exchange, PlanGrid, etc.).

Benefits EskewDumezRipple offers a comprehensive benefits package including medical, dental, vision, 401K, short and long term disability, life insurance, competitive PTO, and parental leave. Our studio also hosts weekly happy hours and numerous employee events throughout the year.

To Apply EskewDumezRipple is a welcoming studio dedicated to equity and inclusion and encourages applications from diverse candidates. To be considered, please send your resume and portfolio with references as a PDF (no larger than 5MB) to jobsedr@eskewdumezripple.com. Enclosed letters of recommendation are welcome as well.