



## **Studio Southwest Architects is hiring a Construction Observer.**

The Construction Observer works directly with all levels of management involved with the project.

Manages multiple complex construction projects; coordinates with projects managers for a variety of projects during design; reviews plan sets for constructability; provides support writing specifications; provides day-to-day leadership and works with staff to ensure a high-performance, customer oriented work environment.

### **Essential Duties and Responsibilities**

- Acting as a liaison between design professionals, contractors and client representatives
- Main point of contact during construction
- Administration of the construction process
- Overall project management at the construction phase
  - Including submittal review, RFI responses, field reports, prepares ASI's and proposal requests, prepares change orders, reviews pay applications, attends construction meetings
- Review of ongoing project costs
- Required to work in office and job site environments
- Provides constructability review on construction documents
- Provides support writing specifications

### **Required Skills and Abilities**

- Strong time management and conflict resolution abilities
- Attention to detail, organization skills, strong written and verbal communication
- Problem solving skills
- Ability to read, understand and work from drawings and specifications
- Experience in a customer focused, team-oriented environment
- Word processing and spreadsheets
- Ability to learn and use construction management portals, i.e. Blue beam, Pro-Core, E-builder
- Must have a valid NM driver's license and the ability to drive long distances



**Minimum Qualifications**

Bachelor's Degree in Architecture, or Engineering, or an equivalent of related education and experience

7+ years of experience in construction project management

Please send a cover letter, resume, and references to [mail@studioswarch.com](mailto:mail@studioswarch.com)

<http://www.studioswarch.com/careers/>