

STUDIO SOUTHWEST ARCHITECTS (STUDIO SW) – ARCHITECTURAL CONSTRUCTION OBSERVER

Studio Southwest Architects (Studio SW) is a design, architecture, and interior architecture firm headquartered in Albuquerque, New Mexico. We were founded in 1984 with a practice that focuses on cultivating relationships with our community and providing design solutions that enrich lives. Our work reflects our commitment to cost-effective and sustainable design with the belief that design is a catalyst for enhancing the built environment and empowering its inhabitants.

The Opportunity / Why Studio SW

Studio SW team members are collaborative, creative, professional, experts, and enterprising. Joining our team requires skill, daring, leadership, engagement, humor, and a love of design. We are currently seeking an **Architectural Construction Observer** to join our Albuquerque office. Our open studio atmosphere values creative thinking and a dynamic design process. We will provide opportunities to work on a variety of building types, with a range of clients requiring various paces of work and processes. We are also committed to professional development and strongly support volunteerism in the community. We are looking for an energetic, self-driven Architectural Construction Observer with experience in a range of project types and who has 10+ years of experience in construction management. This position does require physical presence in Albuquerque, NM with the opportunity for a hybrid remote work schedule.

Job Summary

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., Bluebeam, Procore, e-builder
- Must have a valid NM driver's license and the ability to drive long distances
- Positive attitude and commitment to being an active participant of our office
- Knowledgeable and thoughtful with problem-solving skills and willingness to be a part of the solution
- Quick learner able to handle fast-paced environment and be self-motivated

Please note that Studio SW is not currently sponsoring applicants for work visas.

Please note that Studio SW operations adheres to all federal mandates.

Minimum Qualifications

- Bachelor's Degree in Architecture, or Engineering, or an equivalent of related education and experience
- 10+ years of experience in construction project management

Benefits

- 401(k) Retirement Savings Plan with Employer Match and Profit-Sharing Plan
- Employee Performance Bonuses
- Insurance: Medical, dental, long-term disability, life, and AD&D insurance
- Paid Time Off
- Paid Holidays
- Work/Life Balance
- Team Cohesion Experiences

Schedule

- Full-time with hybrid option of up to 20 hours per week remote working
- This position does require being physically located in Albuquerque, New Mexico