

Project Construction Contract Administrator 2

Construction Contract Administrator 2 (CCA2) is an intermediate level position which involves assisting the Project Manager in accomplishing the construction administration tasks during the Construction Contract Administration phase of the project. The responsibilities of the CCA2 are to implement and monitor previously established CCA procedures. The CCA2 independently performs construction administration tasks with direction using good judgment and works under the supervision of Director of CCA, or CCA3.

Familiarity with technical plans and specifications is required as well as a working knowledge of Word, Excel, Outlook and Newforma. Although CCA2 requires at least five years experience, professional registration as an Architect or General Contractor is not required. CCA2 assignments may include performing QA/ QC reviews, reviewing shop drawings, reviewing and responding to RFI's, reviewing Change Orders, reviewing pay applications, attending meetings, performing site observation visits, preparing miscellaneous reports as well as minutes, attending local jurisdiction inspections, and reviewing closeout documents including record documents, warranties, operation and maintenance manuals. CCA 2 must be able to assist with site observation tasks and specific activities such as pre-installation meetings, roofing system installation reviews, above ceiling punch-list reviews, substantial and final completion punch-list reviews, and therefore, must be physically able to climb ladders and scaffolding to accomplish these tasks.