

# SPENCER ENGINEERING

## WE'RE HIRING!

**POSITION:** Construction Administrator  
**COMPANY:** Spencer Engineering  
**REPORTS TO:** Director of Operations or President

### SUMMARY

The Construction Administrator serves as the crucial liaison between the MEP design team and the construction professionals during the construction phase of projects. This role is responsible for ensuring the successful execution of MEP designs on-site by bridging knowledge gaps, managing scope changes, and resolving unforeseen commercial and technical challenges that arise during construction.

### RESPONSIBILITIES

#### Design Interpretation & Clarification

- Serve as the primary point of contact for the construction team regarding the MEP design.
- Interpret construction documents (drawings, specifications, schedules) and provide clear, concise explanations to the general contractor, subcontractors, and field personnel.
- Respond to Requests for Information (RFIs) from the construction team in a timely and accurate manner, coordinating with internal engineering disciplines as needed.

#### Scope Management & Change Control

- Review and evaluate potential scope changes or additional work requests from the team.
- Collaborate with the project manager and engineering leads to assess the impact of proposed changes on design, schedule, and budget.
- Review and act on change order requests (COR), ensuring all documentation is accurate and approved by relevant parties.

#### Commercial & Technical Issue Resolution

- Proactively identify and resolve unforeseen project challenges related to MEP systems that arise during construction.
- Mediate and facilitate discussions between the construction team, design team, and other stakeholders to find practical and commercially viable solutions.
- Evaluate contractor claims related to unforeseen conditions or scope changes and assist in resolution negotiations.

#### Documentation & Communication

- Maintain comprehensive project logs, including RFIs, submittals, change orders, ADDITIONAL SERVICE REQUESTS (ASRs) and meeting minutes.
- Facilitate and attend (as necessary) construction progress meetings, BOX WALKS, AND PUNCH LISTS providing updates and addressing MEP-related concerns. Travel to/from sites (out of state maybe required).
- Prepare and distribute periodic reports on construction activities and project status.

### QUALIFICATIONS

- **Bachelor's degree** in Mechanical Engineering, Electrical Engineering, Civil Engineering, Construction Management, or a related technical field.
- **Minimum of 5 years of experience** in MEP engineering design, construction administration, or a similar construction-related role, preferably within an MEP or Construction firm.
- Strong understanding of building codes, construction practices, and MEP system installation methodologies.
- Proficiency in interpreting construction drawings and specifications.
- Excellent problem-solving, negotiation, and conflict resolution skills.
- Strong written and verbal communication skills, with the ability to explain complex technical concepts clearly.
- Proficiency in **BIM software** (e.g., Revit) and **CAD software** (e.g., AutoCAD) preferred.
- Ability to work independently and as part of a collaborative team in a fast-paced environment.

### SUCCESS FACTORS

- **Exceptional Communication:** Ability to bridge technical and practical understanding gaps effectively.
- **Proactive Problem Solving:** Anticipates issues and drives swift, practical resolutions.
- **Commercial Acumen:** Understands the financial implications of construction decisions and change orders.
- **Operational Excellence:** Meticulous in documenting all communications, changes, and resolutions.
- **Relationship Building:** Fosters strong, trust-based relationships with both internal design teams and external construction partners.
- **Adaptability:** Thrives in a dynamic environment where unforeseen challenges are common.

We offer a competitive salary and benefits package, including health insurance, dental insurance, vision insurance, paid time off, and a 401(k) plan.

SUBMIT YOUR  
RESUME USING  
THE QR CODE



or by visiting [spencermep.com/careers/#apply](https://spencermep.com/careers/#apply)