



Open Position Available

CONSTRUCTION ADMINISTRATOR OR CONSTRUCTION SERVICES MANAGER

ANY JVA OFFICE - HYBRID POSITION (FIELD, OFFICE, HOME)

Company Overview

Founded in 1956, JVA, Inc. is a Structural, Civil, and Environmental engineering firm with offices in the downtown communities of Boulder, Fort Collins, Winter Park, Glenwood Springs, and Denver, Colorado. We specialize in site civil, infrastructure, environmental, water/ wastewater engineering, structural and historic preservation for public and private entities across the state.

We pride ourselves on our company values, here are a few that truly make us a unique, collaborative engineering firm:

- **Caring Company:** Support co-workers, clients, families, and community. Maintain excellent relationships with co-workers and clients.
- **Integrity:** JVA demonstrates honest, respectful and ethical behavior with both employees and clients.
- **Respect:** Foster a culture of respect, collaboration, diversity, and accountability internally and with clients.
- **Employee Retention:** Hire and retain outstanding individuals for the long term. Professional and personal development of individuals is key to retention by providing mentorship, peer advisement, annual reviews and career planning while maintaining a rich social atmosphere.
- **Innovative:** Provide education, up-to-date technology, and tools to keep JVA on the leading edge of our industry.

Our Environmental Department offers a diversity of projects with emphasis on district water/wastewater utility projects. The clients we serve include small to mid-sized towns, cities, special districts, and mountain communities. Our group works across all JVA offices to foster teamwork, professional development, and a variety of project types, clients, and teams.

Job Summary

The primary responsibilities of the Construction Administrator are to represent JVA and the project owner on construction projects from construction commencement through final completion.

Example Responsibilities and Activities

- On-site representative for two to three active construction projects, three to five days a week across Colorado.
- Work with the engineering design team on processing RFIs, change orders, and other project contract changes during construction.
- Verify construction work is completed in conformance with the contract documents.
- Track daily unit price quantities installed during construction to support design team in pay application reviews.

Competitive Benefits:

Annual Salary Raises | Bonuses | Medical and Dental Insurance | Parental Leave | Life Insurance | Short- and Long-Term Disability, and Long-Term Care Insurance | Flexible Spending Account | 401K Plan | Stock Bonus Plan | RTD EcoPass (Boulder and Denver Locations) | Company vehicle

Individuals from historically marginalized communities are encouraged to apply.

JVA is legally required to verify all new hires with E-Verify.



STRUCTURAL



CIVIL



ENVIRONMENTAL

TO APPLY SEND YOUR RESUME AND COVER LETTER TO
CAREERS@JVAJVA.COM AND FILL OUT THE SHORT FORM HERE:
<https://forms.office.com/r/9LLzRQL2KZ>



JVA, Inc. 1319 Spruce Street, Boulder, CO 80302
303.444.1951 | www.JVAJVA.com

- Work from home, office, and/or construction site.
- Create daily observation reports, including photos, for team, client, and contractor using JVA templates.
- Communication of construction issues to the JVA team and Owner.
- Lead weekly construction meetings with Contractor and Owner.
- Support, coach, and train engineering team members on construction administration.
- Participate in constructability reviews during design development.
- Prepare opinions of probable cost for construction.

Required Competencies

- **Degree and Credential Requirements:** NONE! We value candidates who can demonstrate capability and articulate how prior experiences will help them contribute.
- **Communication:** Diplomatically communicate challenges to the design team and contractor using different forms of communication to easily connect and convey complex information.
- **Conflict Resolution:** Ability to facilitate communication and guide difficult discussions between stakeholders to an agreeable and positive outcome.
- **Engineering Drawings and Specifications:** Ability to read engineering drawings, maintain drawing revisions and as-constructed documentation. Ability to read, interpret construction specifications.
- **Travel:** Ability to travel 3-5 days per week throughout Colorado.
- **Prioritize and Pivot Effectively:** Produce high quality results while balancing work on a variety of projects and priorities in order to support multiple project teams and deadlines. Ability to manage multiple projects simultaneously.
- **Follow-Through:** Track issues and follow up to resolve issues to keep construction on schedule.

Required Credentials

- **Valid Driver's License:** Show proof of valid and current driver's license and maintain a clean driving record

Preferred Competencies (for Construction Services Manager)

- **People Management:** Ability to motivate and lead a team of construction administration staff. Ability to coordinate with team of project managers and designers to progress construction administration needs.
- **Construction Contract Administration:** Capable of managing and preparing bid documents, facilitating negotiations during CMAR and GMP development, and leading the pre-construction process. Manage construction administration project phase for multiple projects (submittal review, RFI responses, pay applications, site observations, etc...).
- **Knowledge of Funding Requirements:** Ability to document compliance with Build America, Buy America, Davis-Bacon wage, and other funding requirements during a construction project
- **Engineering Principles:** Familiar with simple civil, structural, hydraulic, and process concepts and fundamentals.
- **Constructability Reviews:** Participate in constructability reviews during design development.

Preferred Credential

- **OSHA Certification:** Successfully completed the occupational safety certification program to ensure projects are in compliance with OSHA (Occupational Safety and Health Administration) standards.

Job Details

- **Reports To:** Project Manager / Department Manager
- **Location:** Hybrid (Field/Office/Home)
- **Classification:** Full-time
- **Salary Range:** \$65,000 - \$120,000
- **Benefits:** Full-time employees may participate in a comprehensive benefits program. Benefits are listed on side bar of first page.

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