



Construction Administrator

Reports to: Principal, Director of Construction Administrator, or Project Manager in charge of the project

Classification: Exempt

Date: June 17, 2025

Welcome to RTA Architects, a team comprised of seasoned leadership, visionary architects, and dedicated support staff. Since our founding in 1975, RTA Architects has created award-winning architectural and interior designs for the Colorado built environment. From our offices in beautiful downtown Colorado Springs, we specialize in healthcare, education, retail, and commercial properties, delivering beautiful functional buildings that serve the unique needs of their users and owners. We are proud of our collaborative work ethic, deep community ties, and that the majority of the work we do is with previous satisfied clients.

In your new position as part of RTA's Construction Administration team, you will expand your craft and collaborate with architects and Owners who are profoundly impacting many of the area's greatest projects such as the Pikes Peak Summit Complex, St. Francis Medical Center, and innovative educational facilities across the state. Your role will be fast-paced, multi-faceted, and highly engaging.

Your primary duties are to oversee documented projects during the construction phase and act as liaison among RTA, the client/Owner, and contractors. You will monitor projects using standard RTA Construction Administration process guidelines and be capable of participating in client and team meetings. You will be relied upon for your attention to detail, a proactive positive attitude, and superior problem-solving and communication skills.

ESSENTIAL FUNCTIONS:

The following duties are typical of the position and the individual should be competent in these areas. Each person is expected to assist with duties required to deliver a high-quality product, on schedule and within budget.

1. Adhere to office/CA standards and procedures.
2. Responsible for client relations during the Construction Phase of the project.
3. Review documents with the design team prior to bid for errors and omissions and constructability.
4. Changing the scope of work or deviating from any other part of the contractual agreement requires prior approval from Project Manager and the client.
5. Monitor and update construction costs, budgets and pay applications.
6. Review submittals and monitor projects for compliance with contract requirements and construction schedule.

7. Negotiate construction costs for change orders and document and prepare change orders for approval by project manager and Owner.
8. Negotiate and resolve problems and/or disputes regarding construction.
9. Answer questions and gives guidance to the design staff.
10. Perform regular visits to project sites during construction as required by contract, statute, and/or appropriate professional practice. Prepare Project Close-out Documents.
11. Keep current on building codes, construction, materials, and related design/detail issues through review of periodicals and continuing education through seminars.
12. Display an appreciation for contractors, understands contractor's practices, and understands the need for both the architect and contractor to be profitable.

The above duties are typical of the position, but are not all-encompassing. The individual should be competent in these areas. Each person is expected to assist with duties required to deliver a high-quality product, on schedule and within budget. Specific job tasks will be delineated in the project task list as assigned for each project. Reclassification of an employee's job description is at the discretion of ownership.

Qualified applicants must have:

1. Minimum of BA/BS in Construction Management, Architecture, or Engineering field. A licensed Architect is preferred.
2. Minimum of eight (8) years of experience in the field or producing construction drawings including CA Phase.
3. Displays an extensive knowledge of construction methods and materials, scheduling, code compliance, inspection/testing standards, etc.
4. Communication skills to facilitate meetings with the client, contractor and project staff.
5. Strong skills regarding: job knowledge, communication, leadership, planning, teamwork, decision-making, local building code, judgment and problem solving associated with the construction phase of an architectural project.
6. Thorough knowledge of Architect/Owner and Contractor/Owner AIA contracts and their requirements.
7. The ability to utilize computer systems as a tool to effectively manage projects. Required computer skills: MS Office, Bluebeam. Working knowledge of AutoCAD and Revit preferred.
8. Valid Class R Colorado Driver's License and ability to travel to project sites is required.
9. Thorough knowledge of code requirements and the ability to implement them.

Experience in healthcare is a plus and will be positively considered, but it's not required.

Salary range: \$80,000 - \$110,000 (DOE)



Work hours are 8 am – 5 pm, Monday – Friday. Salary dependent upon experience and skills, plus benefits.

To apply, send a PDF or Dropbox link containing your cover letter and resume to employment@rtaarchitects.com. Please include your name and the position “Construction Administrator” in the subject line.

For more information about RTA and for a description of our comprehensive benefits package, please visit our website at www.rtaarchitects.com. You can also find us on [Facebook](#), [Instagram](#), and [LinkedIn](#). RTA is an equal opportunity employer.