March 31, 2017

The Construction Service Associate (CSA) will assist the Project Manager (PM) with the day-to-day on specific projects related to renovations or new construction. This includes ensuring all daily construction related issues are being addressed and ensuring smooth transitions between sub-contractors working on-site.

The Role You'll Play

- Familiar with the procurement of construction services, contract award & buy-out, authoring of RFI’s, AIA industry-standard documents and exhibits and ability to produce contract documents.
- Contract Administration – Ability to process contractor pay applications, evaluate and process change orders, analyze and maintain tracking sheets and records, perform inspection walks with bank inspectors, inspect and approve work in place, document stored materials and monitor punch/warranty work.
- Management, coordination, and inspection of contractor work while project is in progress and be able to contribute feedback that might make work safer, cheaper, cleaner, lower impact or any other way improve the operational success of the projects.
- Regularly conduct construction meetings, prepare & distribute meeting minutes, track change order requests, track problem issues and react to feedback from Property Management personnel, prepare reports on project details and communicate overall project goals and details to senior asset/investment/construction managers.
- Maintain project management logs (RFIs, changes, submittals, construction documents, FF&E, close-out).
- Familiarity with accepted buildings practices, materials and techniques, knowledge of common and general code requirements, ADA requirements, mechanical systems and components, permitting processes and requirements, market pricing and lien waivers.
- Assist PM with controlling and monitoring project budget & schedule.
- Assist PM with pricing exercises, generation of take-offs and quantities for work, administration of individual/special projects, interaction and communication with organizational stakeholders (Investment Managers, Directors of Operation, Community Managers, Service Managers, Architects, Design staff, Accounting Staff).
- Assist PM on due diligence walks – assess property conditions, estimate repair and construction costs, mark-up site plans with work locations, creation of DD reports and projected budgets, assessment of landscape and drainage conditions, taking and publishing photos of work examples and written summaries of overall property attributes.
- Understanding of building science concepts related to energy efficiency, building envelope sealing, mechanical systems, insulation, window and siding, measurement and...
reporting of unit energy audits, compilation of applications and documentation necessary to apply for rebates, ability to work with third-party testers, processors and utility personnel, ability to track rebate totals and evaluation of future projects.

- All other duties as assigned
- Apply online at www.cortlandpartners.com