

LESKO ARCHITECTURE

www.lesko-associates.com

Lesko Architecture is an award-winning Westlake firm specializing in educational facilities design. As school Architects for nearly 65 years, Lesko is a leader in designing quality facilities to support and enhance the developing methods of learning and instruction. Our firm has an immediate, full-time opening for a Construction Administrator. Responsibilities include:

- Observe construction work in progress to ensure performance with specifications and contract documents.
- Prepare field reports.
- Attend construction meetings.
- Review/evaluate Contractor's project schedules and schedule of values.
- Review and respond to RFI's, submittals, pay requests and change orders.
- Review material testing reports.
- Coordinate with architectural staff and project consultants.
- Perform and document punch lists.
- Coordinate close out process including as-built/record documents.

Candidates must have 5+ years of experience in Architecture, Construction Management or in a related field with extensive construction knowledge and expertise in construction administration.

Email: architects@lesko-associates.com. Subject must read "Resume".