OPEN POSITION:

Architectural Staff Level 2 - Construction Phase Coordinator (full time)

Location: San Antonio, Laredo, or McAllen, TX

Able City’s mission-driven team integrates architecture, planning, economic development, and community engagement to achieve virtuous cycles that lead to thriving communities.

Able City is contributing to the evolution of cities by helping citizens define quality of life and responding to these community needs through our proven methodologies, planning, and design work. We have a passionate office culture centered around our company’s value proposition to make cities great places for everyone.

We are looking for an enthusiastic creative to support project managers during the construction phases of all projects. You will be exposed to most architecture projects in the firm.

The position will challenge you to:

- Facilitate AIA Contract Documents compliance
- Track construction phase parameters such as contract time, construction schedule, delays, RFI’s, CO’s, action items, etc.
- Coordinate with PM to organize and attend meetings and on site visits
- Observe and report on field conditions
- Collaborate with PM’s on all necessary construction phase solutions

Requirements:

- 5+ years of experience as an Architect or Architectural Designer
- BArch or Master’s degree in Architecture or related field
- Familiarity with AIA Contract Documents
- Familiarity with publicly funded projects
- Excellent BIM skills
- Experience with Adobe Photoshop, InDesign, and other post process and presentation graphic software
- Excellent oral and written communication skills
- Detail-oriented and technical, yet experienced enough to see the big picture
- Experienced, self-directed professional
- Must be a highly motivated self-starter with solid writing and verbal communication skills
- Strong attention to detail and accuracy of work
- Ability to meet quality, schedule, and budget expectations
- Desire to be mentored by senior staff and provide mentorship to less experienced staff
- Ability to be flexible and able to adapt to rapidly changing project requirements and deadlines
- Ability to apply passion and enthusiasm for design in a collaborative and progressive team-oriented work environment.

Contact information
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