

GURRIMATUTE

Project Coordinator / Owners Rep - Architect

Gurrimatute is seeking to add a new Project Coordinator / Owners Rep - Architect responsible for providing owners representation support services for a major seaport in South Florida, with a 5-year capital improvement plan including new cruise and cargo terminal port projects and overall improvements.

Job Responsibilities

- Project programming and planning
- Preparation of design criteria packages and requests for qualifications
- Oversight of design-build teams, including the general contractor/ architectural/engineering design and inspection consultants
- Design/specification and bid document development support services
- Procurement /contract award support and concurrence, contract negotiation and administration support services
- Inspection/construction observation and progress documentation support services
- Project scheduling, construction cost estimating and review, invoice review, funding drawdown analysis
- Project close-out
- Claims analysis and support
- Value engineering
- Independently address controversial problems pertaining to contract interpretations
- Processes modifications to the contract, approving changes not involving alteration to basic design or increased costs
- Possess a broad knowledge of construction practices, techniques, and methods to determine the acceptability of materials and workmanship, and to properly interpret plans and specifications
- Ability to drive automobiles or similar job site vehicles and ability to engage in physical activity (indoors and outdoors under varying weather) on a regular and recurring basis, including working over rough and uneven surfaces, navigating around excavation sites, stooping and bending to inspect materials and workmanship, climbing ladders (up to 20' in height), and lifting materials such as concrete cylinders (up to 30 lbs.)
- Engage in regular interaction and coordination with regulatory agencies, stakeholders and the community

About Gurrimatute

Gurrimatute is an award-winning architectural firm, established for over 26 years and headquartered in South Florida. A small-business-certified firm, Gurrimatute's key market sectors include Transportation (Aviation and Seaports), Civic/Federal, Educational, and Healthcare. Gurrimatute is deliberately and rapidly growing, with projects throughout the southeastern United States.

Job Requirements

Job Title

Project coordinator / Owners Rep - Architect

Job Type

Full-time, permanent

Job Location

South Florida

Work Experience

Minimum 5 years work experience working on Transportation/Port projects (U.S. Only)

Education

Bachelors of Architecture

Licensure

Architectural registration preferred

Computer Skills

Bluebeam Revu
Microsoft Office 365
Microsoft Project
ProCore; NewForma

Essentials

Excellent Verbal & Written Communications
Innate problem solver, negotiator, and project manager
Strong organization, multi-tasking, and time-management
Knowledge of project scheduling & budget
Design-Build Experience
Codes & Guidelines: Florida Building Code
Tact, diplomacy, and the ability to work effectively with general contractors, professional architects, engineers, user groups, and facilities director(s).
Clear Criminal Background Check

Benefits

Salary to Commensurate with Experience
Promotion/Growth & Leadership Opportunities
Vacation, PTO & Holidays
Group Health, Dental, and Vision Insurance
Short-Term Disability Insurance
Matching 401K

Submit Resume to:
careers@gurrimatute.com

