

# GURRIMATUTE

## Project Coordinator / Owners Rep - Architect

Gurrimatute is seeking to add a new Project Coordinator / Owners Rep - Architect to our team to perform all necessary studies, analysis, design, cost-estimating, specification review, construction documents review, and review of other contract documents prepared by other design professionals. The candidate shall be responsible for project coordination during construction, design review, RFI resolution, and provide architectural expertise to other discipline team members, etc.

### Job Responsibilities

- Development of Statements of Work (SOW) and associated project packages.
- Request For Information (RFI) resolution
- Development of Independent Government Estimates (IGE) using RSMeans-based software.
- Coordinate with facility users.
- Oversee the design review process.
- At pre-construction conferences and thereafter, approves or makes recommendations to the base construction management chief (CM) regarding changes of equipment and materials proposed by the contract or to permit installation of particular manufactured items.
- Reviews and technically approves or disapproves shop drawings presented for approval by contractors. The shop drawings cover a wide, range of materials, methods, and equipment encountered in facility construction, such as structural steel elements, concrete grouting, etc.
- Oversees Design-Build projects such as those which require complex air conditioning and power generating systems, computerized energy monitoring, control systems, and airfield lighting systems. Independently interprets plans and specifications pertaining to assigned projects. Independently deals with controversial problems pertaining to contract interpretations. Approves changes not involving alteration to basic design or increased costs.
- Processes modifications to the contract
- The number, size, and variety of tasks assigned require that the incumbent of this position have a broad knowledge of construction practice techniques and methods to determine the acceptability of materials and workmanship, and to properly interpret plans and specifications.
- Perform periodic construction/field inspections that involve driving automobiles or similar vehicles and require some physical exertion on a regular and recurring basis. Physical requirements vary, and may include working over rough and uneven surfaces 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.) Inspection work is performed indoors and outdoors under varying weather. Inspectors will wear hard-toe safety shoes, goggles, and hard hats.

### Job Requirements

#### Job Title

Project coordinator / Owners Rep - Architect

#### Job Type

Full-time, permanent

#### Job Location

Little Rock, Arkansas

#### Work Experience

Minimum 5 years work experience working on Civic/Institutional or Federal projects (U.S. Only)

#### Education

Bachelor of Architecture

#### Licensure

Licensed/Registered Architect is "Strongly" Preferred (Not Required)

#### Computer Skills

Bluebeam Revu  
Microsoft Office 365  
Projnet  
RSMeans Based Software

#### Essentials

Excellent Verbal & Written Communication  
Innate problem solver, negotiator, and project manager  
Strong organization, multi-tasking, and time-management  
Knowledge of project scheduling & budget Codes & Guidelines: Uniform Facilities Criteria (UFC)  
Tact, diplomacy, and the ability to work effectively with contractor management personnel, craftsmen, professional engineers, and officials.  
U.S. Citizen & Clear Background Check

#### Benefits

Salary 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](mailto:careers@gurrimatute.com)

