



Construction Monitoring Associate

About CODA:

CODA Consulting Group (CODA) provides quality, independent, engineering, and environmental consulting with an emphasis on Client service to national real estate professionals, lenders, building owners, real estate advisors, and managers. Over the years, our staff has had the opportunity to work with a variety of different real estate entities in the evaluation of existing properties, as well as in the planning, design, and implementation of repairs, upgrades, or retrofits. We also represent owners during the planning, design, and construction of new facilities.

Position Description:

CODA is looking for a professional to perform design document reviews and periodic construction site monitoring of various facility types. Typical, not all-encompassing tasks associated with this position are listed below.

- Listen to Clients and understand project requirements.
- Assess the capability of developers, design professionals, contractors and construction managers to begin and complete a construction project.
- Review design documents and change orders for technical merit, schedule, and economic considerations.
- Review pre-design consultant reports and determine if they are included in construction documents and planning.
- Identify items missed in pre-design and design phases.
- Observe construction / fabrication / installation practices while on the project site as appropriate to the Project.
- Monitor construction progress as it relates to schedule, workmanship, and budget.
- Review developer draws and contractor applications for payment.
- Collect Project closeout documents and determine their completeness.

The ideal candidate should have the following:

- Bachelor's degree in Architecture, Engineering, Construction Monitoring, or a related technical field.
- A minimum of 5 years of experience in a technical, building-focused role.
- Experience with the construction process from conception to completion.
- Clear, written-communication capabilities are a must.
- Ability / willingness to travel approximately up to 50% of the time.
- Maintain a continual awareness of Client, and project time zone differences.
- The ability to work independently and efficiently from a home office, and communicate regularly with CODA team members.
- Financial experience with equity, lender, or tax credit entities is a plus.
- Professional registration (Professional Engineer, Registered Architect, Construction Management credentials) is a plus.

The candidate will be asked to support CODA's goals to:

- Develop and maintain strong relationships with Clients, often being their "first-to-call".
- Manage and mitigate the firm's risk and exposure; be involved in internal quality control and maintain a basic knowledge of accepted construction practices.

CODA believes that a harmonious working relationship between all employees is the best working environment. Among our objectives are providing a challenging and rewarding workplace and work experience, and we expect our employees to perform every task to the very best of their ability, voice opinions freely, and contribute with suggestions to improve the quality of CODA's services.

We offer our employees a comprehensive package of compensation, paid time off and health/ welfare benefits as will be further described to during an interview.

If you are interested, please send your resume, cover letter and salary expectations to Admin@codaconsults.com.

CODA Consulting Group is an Equal opportunity Employer