



Gulfstream Design Group, LLC
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Construction Administration Technician

The ideal candidate shall have 5+ years experience in field administration of civil site and heavy underground utility construction related projects. The Construction Administration Technician shall provide the coordination of field services to ensure timely completion of all activities and deliverables during the various stages of civil site construction. Projects may vary in size and nature. Construction Administration Technician shall be proficient in preparation of responses to Request for Information (RFI), review of shop drawings, review of Contractor Pay Application Requests, and review of field testing methods/reporting and ensure construction progresses smoothly. This position will be responsible for the closeout paperwork and documentation required in support of supervising Professional Engineer.

Education/Experience:

- Experience in Commercial and Site Residential Land Development projects
- Experience with field supervision of construction work such as roads, water and sewer projects
- Experience in estimating civil site projects

Skills and Special Requirements:

- Extremely strong collaboration and communication skills
- Strong organizational skills
- Strong understanding of civil engineering plans – grading, utilities
- Understanding of proper protocol in the field and documentation as required per contracts
- Ability to oversee numerous project efficiently and effectively
- Proficient in Microsoft applications including Outlook, Word and Excel

Gulfstream Design Group, LLC is a full service Civil Engineering firm specializing in land development consulting, design and permitting. Matt Lahti, P.E. has resided in Northeast Florida since 1987 and has been providing professional consulting services across Florida since 2005. He founded Gulfstream in 2013. Gulfstream maintains a fully staffed office in St. Augustine, FL and remains committed to providing budget friendly designs enabling sustainable growth for the future. Please send resume, references and salary requirements information to: deby@gulfstreamdesign.com.