

Capstone Development Partners is a national student housing developer that has built over 45,000 beds on more than 60 college campuses. We are in search of a qualified individual to serve as our on-site Quality Control Manager for a 4 story 376 bed on-campus student housing and academic project at Arizona State University in Mesa Arizona. The project anticipates a financial closing and notice to proceed with construction activities in early June 2019 and occupancy in mid-August 2020. The Quality Control Manager will work closely with our Senior Construction Manager and Development team to help oversee the General Contractor and insure their work complies with the project's construction documents. The Quality Control Manager will strive to create and maintain a positive team attitude between the owner, contractor and design team with everyone working toward the same objectives. Quality Control will be done in a pro-active manner so the contractor can maintain schedule and avoid rework whenever possible.

After satisfactory completion of the project (August 2020) there is a possibility the Quality Control Manager could be assigned another project to server in the same role or relocate to Denver, Colorado or Birmingham, Alabama and serve as a junior level Construction Manager.

Duties and Responsibilities:

- Participate in pre-construction design meetings to identify potential constructability issues and provide valuable insight and input into the design process.
- Review project drawings and specifications for completeness of scope and to help the Design Team identify mis-coordinations / discrepancies.
- Monitor the 3rd party material testing and inspection firm to insure testing is done on time and as required per specifications.
- Review test reports to confirm testing meets specification. If necessary, coordinate remedial work with Capstone's Construction Manager, Design Team and Contractor.
- Conduct pre-construction quality control meetings with Contractor/subcontractor and periodic quality control meetings with Project team as necessary.
- Coordinate GC's installation of exterior skin mock-up panel that will be used to set installation expectations and precedents for GC and subcontractors. Panel should include all material transitions and waterproofing applications (i.e. – building wrap, flashings, drip edges, weeps, wall assemblies, etc.).
- Attend and assist Construction Manager's planned bi-monthly construction progress meetings.
- Attend all contractor/sub-contractor job meetings.
- Verify that materials and equipment installed meet plans and specifications.
- Observe construction work on a daily basis and issue field deficiency notices/memos to contractor and follow-up on correction.
- Support leasing team in conducting on-site model unit tours.
- Coordinate periodic inspections by the design team and follow-up with Contractor on deficiencies noted by design team (Structural engineer, Architectural, Mechanical, Electrical and Plumbing engineers, landscaping architect inspections and building envelope consultant).
- Monitor City and Fire Marshal inspections of contractor's work.
- Document and catalogue construction progress with digital photographs, including documenting "set point" photographs bi- weekly.
- Document defective work and correction of defective work by digital photo.
- Track construction schedule and provide bi-monthly schedule reviews.
- Advise the contractor of any safety violations on site.
- Participate in pay application and change order review and approval.
- Document on-site or local off site stored materials.
- Maintain on-site plans, specifications, revisions, and shop drawing files.
- Review shop drawings as submitted for compliance and review remarks from design team.

- Assist with delivery coordination and installation of all owner-furnished items.
- Prepare daily report with detail of weather, contractor work activities and manpower, tests and inspections or special activities.
- Obtain copy of contractor daily reports
- Assist the Capstone Construction Manager with expediting RFI's or field solutions to document conflicts or discrepancies.
- Keep the Capstone Construction Manager informed on issues related to quality control and jobsite progress.
- Assist the Capstone Construction Manager and design team with inspections for the final punch list.
- Assist with coordination of general contractor and sub-contractor for work after occupancy, as needed.
- Assist with reviewing and compilation of final closeout documentation.

Skills and Specifications:

- Excellent computer skills (MS Office Suite: Excel, Word, PowerPoint, Outlook)
- Strong eye for detail
- Ability to understand and interpret architectural and engineering plans and specifications
- Ability to learn how to do construction takeoffs
- Good communication and interpersonal skills
- Be able to work as a team member
- Basic knowledge of variety a of construction disciplines

Education and Qualifications:

- College degree in Construction Management is preferred but not required.
- Must have some construction experience or be enrolled in a construction based educational program.

Salary:

- Salary to be is negotiated based on experience and education.

If interested please contact the following:

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