On-Site Field Observation  
(Temporary Contract Position)

Description:  
Temporary, part-time contract position conducting on-site observation and documentation for Architect of contractor completed work, also known as Punch Lists, for multiple three-story, walk-up garden style apartments with a clubhouse and site amenities in Omaha NE.

Duties:  
- Chosen candidate will be initially trained by B&A Architects (Architect) on items to observe in the field and afterwards chosen candidate will be self-guided to complete the remaining buildings and site observations as scheduled with the general contractor.  
- Candidate chosen will conduct punch list walk-throughs with the contractor to observe quality of work of interior and exterior of buildings and site related items for completeness and operation of equipment prior to acceptance and turnover of building to the project owner for use.  
- Candidate will document findings and report information to the Architect and Contractor.

Responsibilities:  
- Record observations in writing and communicate the documents to the Architect.  
- Be able to be on feet and walk for long periods of time, climb up and down stairs frequently, and requiring standing and squatting.  
- Be exposed to seasonal outdoor temperature and weather conditions.  
- Have good communication with the contractor’s jobsite superintendent or project manager for availability to conduct punch list walks in a timely manner.

Qualifications:  
- Knowledge of architectural and construction terminology very helpful.  
- Good written and verbal communication skills required.  
- Be able to wear appropriate safety gear as required by the general contactor’s jobsite rules (i.e. Hard hat, safety shoes, safety glasses, high-visible vest)  
- Must have own reliable means of transportation to project site.

Compensation:  
- Compensation to be discussed with chosen candidate.

Chosen candidate will enter into a temporary contract with B&A as an independent contractor as well as be required to enter into a non-disclosure agreement.

Please submit resume with qualifications to:

B&A Architects, Inc.  
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