

LOGAN SUBTENANT DESIGN AND CONSTRUCTION COORDINATOR

Job Description

The Subtenant Design and Construction Coordinator for the Logan Airport Concessions Program is responsible for the review and feedback on Tenant drawings and specifications for tenants in the Concessions Programs, and for facilitating the overall review and approval process.

General Responsibilities

- Liaise with Massport, members of the Concessions Development and Management Team, Operations team, contractors and other stakeholders on a regular and as needed basis.
- Manage tenant design and construction process to ensure that tenants open on schedule.
- Manage common area improvements to minimize potential impacts on customers and to complete projects on schedule.

Specific Responsibilities

- Review submission sets of Construction Drawings and Specifications for concession units for coordination with base building mechanical, electrical, plumbing and life safety systems.
- Review and provide feedback on shop drawings, phasing and maintainability of the systems proposed and liaise with the Authority
- Review and assist in the development of a Tenant Design Criteria Manual
- Assists and oversee the work of Tenant Contractors' to ensure the work conforms with the Authority processes.
- Monitor Tenant Contractors' work to maintain the overall schedule;
- Assists with the development and review of Owner and/or Tenant related contemplated scope changes and review pricing and potential schedule impacts as they relate to the work.
- Work closely with the Authority and tenant contractors on testing, commissioning and operational transition activities;
- Assist with contract administration, reporting and progress tracking of the work.

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Areas of Expertise

- Familiarity with Revit, Navisworks (or similar), and experience with Building Information Models (BIM) is an asset.
- Excellent organizational skills and the ability to work to tight deadlines.

Education and Experience

- Relevant degree or diploma from an accredited post-secondary educational institution.
Diploma or Degree in Engineering, Building Technology, Architectural Technology, Building Science, Interior Design, Project Management are applicable.
- Between 5 to 15 years' experience in the construction industry.
- Prior experience working on Airport and or Terminal Projects or Commercial Projects a major asset;
- Advanced computer skills and must be fluent in Microsoft applications
- Excellent organizational skills and ability to multi-task