

# EMPLOYMENT OPPORTUNITIES

## **ELECTRICAL CONSTRUCTION ADMINISTRATOR – Richmond and Charlottesville Area**

Thompson Consulting Engineers is a 37-person consulting engineering firm located in Hampton, Virginia. Our firm has been in business since 1954. Our services include mechanical, electrical, plumbing and fire protection design. We also provide construction administration and commissioning services. We work as a prime consultant and as a sub-consultant to our Architectural clients.

We are seeking an **Electrical Construction Administrator** with 3 years of experience on large commercial projects to join our team. The position requires strong knowledge of and background in electrical systems (Power, Lighting and Auxiliary Systems). Responsibilities include but are not limited to the following:

- *Perform all aspects of Electrical Construction Administration Services on behalf of Thompson Consulting Engineers and the Owner as it relates to Electrical Systems.*
- *On-site visits to review compliance with contract documents.*
- *On-site observation and report on work in progress.*
- *Attend monthly construction progress meetings.*
- *Respond to Contractor RFI's.*
- *Review Contractor applications for payment and change order proposals.*
- *Perform final punch lists and back checks.*

This position will require telecommuting and providing electrical construction administration services on projects located in the **Richmond** and **Charlottesville** area. Limited travel to our Hampton office is anticipated.

Thompson Consulting Engineers provides a challenging and rewarding environment for personal and professional development, with exposure to many different aspects of design and design-build projects. We offer competitive salaries and excellent benefits, including health and dental insurance, and employer contribution to 401K plan.

Send resume and salary requirements/history to:

**Thompson Consulting Engineers**  
22 Enterprise Parkway, Suite 200  
Hampton, VA 23666

Or by email to [kcambar@mjtengineers.com](mailto:kcambar@mjtengineers.com)

