



**Carpenter/Robbins**

Commercial Real Estate, Inc.

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**Government Services Post Award Associate**

Carpenter/Robbins Commercial Real Estate, Inc, (CR) located in San Ramon, California, is an established firm which represents the interests of Government agencies in the Western United States and the U.S. Veterans Administration across the country.

The firm provides real estate services to users of real estate, primarily government entities. One of the main business lines for CR is negotiating leases as a representative of the US Government. After the leases are awarded (fully executed), CR is responsible for monitoring the completion of the tenant improvements until completion of construction.

**Position: Government Services Post Award Associate:**

Experience: 2-5 years' work in Government post award/project management Experience working on government commercial projects in multiple markets. Experience in Construction Cost Management helpful.

Knowledge of commercial construction contracts: ability to administer the terms of the Federal contract as they relate to each specific project (can be learned on the job).

Skills: Ability to self-manage, requiring minimal supervision. Good time management, written and verbal communications and interpersonal skills. Ability to multi-task and handle multiple projects in various geographic locations at one time, meet timelines and management of team deadlines. Must be able to mediate groups with varying agendas towards agreement on improvements and facilitate the completion of those improvements.

Education: Strong working knowledge of Microsoft Office 365 Suite including Word, Excel, Project or other project management software, Outlook and Google Suite including Docs, Sheets and Gmail. Knowledge of construction required, AutoCad skills a plus.

Security Clearance: Requires ability to pass Federal Security clearance HSPD -12 Tier 2S level.

Location: Remote work available, \*occasional travel to work sites in Western 18 States, and team gatherings. Also, individual trainings at the home office. Most work can be done remotely, with occasional light travel. Must be able to respond during the work hours of all clients across four time zones as needed.

**Position Description:**

Post Award - After leases have been awarded,

- As tenants' representative attends Design Intent Drawings and Construction Drawings development meetings where appropriate, with CR team members.
- Attends by phone and occasionally in person\* weekly, bi-weekly or monthly construction meetings.



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- Takes notes, or at a minimum, review notes for content and accuracy. Assure notes from meetings are properly distributed.
- Tenant Improvement Cost validation review
- Reports issues and assists to resolve problems
- Handle paperwork for change orders, cost confirmations
- Punch list walk throughs at completion of project\*
- Tracks progress against contractual agreed timeline.
- Participates in industry benchmarking.

#### DETAILS OF WORK

- Post Lease Award Orientation Meeting\*
- Pre-Construction Orientation Meeting\*
  - Check CAD files for square feet.
- Design Intent Drawings and Construction Drawings Review\*
  - CD Reviews
  - TI Schedules vs. Drawings
  - TI vs. Agreement
  - Evaluate Lessors Tenant Improvement Pricing
  - Check Lessors Construction Schedule against the Lease
- Monitor Schedule
- Make Progress Inspections and Reports\*
- Construction Progress Meetings
- Coordination of Tenant Occupancy Services
- Confirm Lessor in compliance with Lease on Preoccupancy submissions
- Change Order Management (coordinated with Senior Associate)
- Monitor Tenant Improvement Cost vs. Change Orders
- Monitor Schedule impact of Change Orders
- Acceptance Inspection (coordinated with Senior Associate)
- Assist Senior Associate in preparation of Post Occupancy Deliverables

\*Work that could be done by this position, or by Senior Associate assigned to project.

This is a full time position

***\*Must be fully Covid vaccinated due to government contracting work***

Submit Resumes and salary requirements to:

Alyce Rados

President

arados@crcre.com

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*