

Project Administration Services

Siebert offers personnel to provide administration for the execution of a project. The links below provide detailed descriptions of the roles and responsibilities of four different positions that provide our clients with the services they require.

Project Manager: Most projects require a Project Manager to serve as the interface and contact between Siebert and the client. This person works out of the Siebert office and makes periodic visits to the job site, principally during the design phase of a project.

Field Project Manager: Frequently a client will have a staff deficiency that requires temporarily contracting a Project Manager. Siebert's Field Project Manager would be at the client's job site 95% of the time and would function as the owner's representative.

Project Construction Representative: Siebert does not provide Construction Management services, but can provide all of the services required except the hiring and provision of contractors and subcontractors. Our Project Construction Representative will serve as the owner's representative regarding all of the matters involving the hiring of contractors by the owner and the oversight of their work.

Field Engineer: Some projects require technical support after the design is completed and the construction activity is underway. A Siebert Field Engineer can be provided to make short term visits to the job site or use other forms of communication to provide technical support during the construction activity. This support would focus on the interpretation of the engineering design, evaluating changes to the design, and approving shop drawings.

