

Date: April 30, 2015  
To: FILE  
From: Pete Fowler Construction Services, Inc.  
Project: Personnel (PFCS 00-050)  
Regarding: Memo

## PLEASE HELP

We are looking for a technical building/construction consultant (architect, engineer, contractor background) to work 50-100+ hours a month as an independent contractor or hourly employee. Some experience in construction defect litigation, inspection, testing, estimating, or construction administration could be helpful. Being a disciplined thinker is most important. We are technology-oriented, so comfort with smart phone and computer keyboard is necessary. Contact [hr@petefowler.com](mailto:hr@petefowler.com).

### Specific Duties

- Inspect buildings & sites. Rigorously document with photos, notes, diagrams and check-lists.
- Conduct research and gather data for use in investigations, according to PFCS standards.
- Collect, review, summarize, understand and analyze documents and information.
- Write reports and analysis consistent with PFCS standards.
- Communicate project data and opinions professionally and concisely.
- Meetings with clients and others to gather project information or present PFCS work

## WHO WE ARE

PFCS is a team of project management professionals and technical consultants with expertise in (1.) building inspection & performance analysis, (2.) building economics, and (3.) construction management. We have world-class proprietary technology that helps us do better work, faster and cheaper.

Specific services include: (1.) Inspection, Testing & Reports. (2.) Specifications for Maintenance & Repairs. (3.) Budgeting & Estimating. (4.) Tendering, Contracts and Construction Management. (5.) Quality Management Plans & Inspections. And (6.) Expert Witness Testimony because lots of our work is related to solving building problems including claims & litigation.

Our clients are property owners & managers, developers & contractors, manufacturers & suppliers, insurers and lawyers (plaintiff, defense and cross defense). We figure out path to the best solution, and we communicate in plain English so that our smart, but not-technical clients can make excellent decisions. Every year we work on projects as widely varying as single-family residences, multi-family projects, mixed use developments, commercial, institutional, industrial, low-rise, mid-rise and high-rise construction.

