

ROLE

Job Captain

POSITION SUMMARY

The primary function of a Job Captain is to develop and coordinate the production of quality contract documents based on prototype and/or job specific requirements.

The Job Captain will be meeting corporate expectations of the position when s/he is successful in:

- Completing contract document projects on schedule and within budget.
- Delivering high quality drawings that can be easily interpreted by government agencies and easily utilized by construction contractors.
- Managing client relationships in a manner that leads to customer satisfaction, repeat business and referrals.

RESPONSIBILITIES

The following are primary responsibilities of the Job Captain:

- Enforce and adhere to the codes of the company's Employee Manual.
- Execute the duties of this position.

General Project Administration

- Assist the Project Manager in planning project budgets, schedules, staffing, etc.
- Monitor project schedules and budget hours spent vs. completion percentages
- Assist the Project Manager in reviewing current and future workload to determine staff assignments
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- Assist the Project Manager with researching and collecting information.
- Maintain project files. Compile record CD file of drawings at project milestones. Document all communications with outside parties. Document and distribute all critical project information to appropriate team members and outside parties.
- Place and/or receive phone calls. Distribute and/or respond to emails. Maintain continuous flow of critical information. Document in file.
- Maintain regular working hours. Record activity to timesheet daily.
- Maintain professional and congenial relationship with architectural and support staff.
- Monitor the performance of the drafting personnel and provide assessment to Project Manager.
- Provide information, developmental support and training to team members. Utilize established office training processes and procedures designed to expand the knowledge and enhance the skills of the project team members.
- Forward any leads or marketing suggestions for securing new work to the Project Manager or Principal.

Contract Document Production

- Attend kick-off meetings. Verify site-specific requirements and understand project criteria, design intent, scope of work and client expectations. Verify approval to proceed has been obtained.
- Identify jurisdictional requirements i.e. applicable codes, submittal/plan check processes, etc.
- Develop “cartoon set” of drawings in advance of preparation of contract documents. Set up project directories, x-refs, naming conventions, title blocks, details sheets, etc. Prepare plot sheets.
- Determine and oversee the development of additional detailing as required to convey the intent of the contract documents. Review finishes and the interface between them.
- Monitor the progress and quality of drawings. Verify and enforce compliance with office standards. Perform periodic reviews to ensure the quality and accuracy of the team’s output. Review changes and/or corrections with team members and oversee drawing revisions.
- Monitor the development and coordination of the consultant drawings. (30% - drawings to consultants; 60% - initial review and coordination, return for corrections; 90% - final review and coordination, return for corrections as needed). Coordinate any plan changes or revisions as required.
- Assist Project Manager in compiling project specification requirements and editing. Review and coordinate with specifications writer.
- Prepare and submit drawings for plan check. Review plan check comments, make corrections and resubmit as required.
- Prepare and issue bid documents as directed by the Project Manager. Assist in responding to contractor questions during the bid process. Revise plans and issue addenda.
- Prepare and issue construction documents as directed by the Project Manager. Assist in responding to contractor RFIs during construction. Revise plans and issue construction change directives.
- Assist Project Manager in closing out project, i.e. archiving files, drawings, etc.

QUALIFICATIONS

- Professional architectural degree preferred or equivalent experience.
- Three+ years of experience in architectural practice preferred.
- Knowledge of architectural detailing and current construction standards.

- Understanding of architectural design and related fields.
- Proficiency in AutoCAD (latest version) and other business software and their application to contract documents.
- Knowledge of codes. Able to successfully complete the permitting process with aid and supervision of the Project Manager.
- Knowledge of addenda and construction change directive procedures.
- Knowledge of job captain process.
- Demonstrate oral and written English communication skills.

MEASURES OF PERFORMANCE

- Understanding and implementation of RDC-S11, Inc. CAD/drawings standards.
- Quality of construction documents. Primary performance measurement: Feedback from quality control (plan check reviews) and construction administration (i.e. number of plan related RFIs and change orders).
- Ability to complete a project on schedule and within budget. Primary performance measurements: total actual hours as a percent of available hours (including originally estimated hours and additional service hours).
- Proactive management of allocated time.
- Above and beyond level of Job Captain. The following metrics gauge the level of workload the Job Captain handles. Successfully completing large, numerous and/or complex projects, in some cases with “floaters”, is deserving of recognition.
- Number and complexity of projects completed
- Number of projects with “floaters”
- Number of different clients

AUTHORITIES

The following are primary authorities granted to the Job Captain:

- Exercise the responsibilities and perform the duties of this position. This includes responsibilities and duties managed within the guidelines provided by the company's Employee Manual.

ACCOUNTABLE TO/FOR

The Job Captain reports to the Project Manager.