

Senior Job Captain | Los Angeles High Density (Req. ID 21987)

KTGY Architecture + Planning

ABOUT KTG Y

Celebrating 25 years in 2016, KTG Y Architecture + Planning is an international award-winning full-service architecture and planning firm delivering innovation, artistry, and attention to detail across multiple offices and studios, ensuring that clients and communities get the best the firm has to offer in a variety of building types and locations. KTG Ys architects and planners combine big picture opportunities, leading-edge sustainable practices and impeccable design standards to help create developments of enduring value. KTG Y serves clients worldwide from offices located in Chicago, Denver, Irvine, Los Angeles, Oakland, Pune, and Tysons.

KTG Y Architecture + Planning is constantly on the search for world-class talent. If you are interested in doing challenging work alongside some of the finest professionals in the industry, read on.

What We Offer

We are a dynamic mix of architects, planners, dreamers, and doers. Artistic expression and pride of work defines our culture. However, there is more to life than work. From philanthropy to parties and field trips, there is always something going on. We take great pride in being more than a place that just does great work. We also have a great time doing it.

Salary is commensurate with experience. Written and spoken English language proficiency is essential. We are an equal opportunity employer. Only applications completed online will be considered.

POSITION SUMMARY AND QUALIFICATIONS

The Senior Job Captain manages project resources and production to ensure production effort is on schedule and on budget, according to design specifications, with desired quality results. The Senior Job Captain has gained extensive experience over his/her career by continuously working on projects requiring increasing complexity and quality standards. He/She must exercise effective time management and awareness of impact on the project budget and will conduct work within KTG Y standards under general supervision.

DUTIES AND RESPONSIBILITIES

- Lead communication and coordination effort with clients and consultant team.
- Identify and document changes in scope.
- Redline drawings and perform progress coordination checking.
- Review and participate in project billings
- Consistently verify accuracy of own work and the work of others.
- Educate and mentor junior staff.
- Contribute to budget and scheduling review meetings.
- Handle multiple projects simultaneously.
- Manage the following phases under general supervision of the Project Manager:

Design Development

- Support the design team efforts and solutions by actively interpreting design and code, and coordinating an accurate graphical technical solution.
- Perform code analysis and building justification.
- Review Design Development work with the design team on a regularly scheduled basis.
- Prepare DD drawing to define and elaborate on the design intent.
- Develop constructable project specific details.
- Review standard KTGy details to determine applicability to the specific project.
- Coordinate DD with project design team.

Construction Documentation

- Possess a firm understanding of and ability to generate technical details such as waterproofing, roofing, exterior closures, openings, structural systems, mechanical/electrical systems, etc.
- Construct a vast majority of a set of CDs independently, with appropriate level of organization and annotation, including dimensions, notation, labels, and detailing.
- Respond to plan check review from municipal agencies, change drawings as required and create written responses to plan check comments to obtain project approvals within an appropriate timeframe.
- Develop complete and accurate deliverable packages appropriate to schedule and budget.
- May review and edit specifications.
- Coordinate with client, consultants, and design team.

Construction Administration

- Independently perform all construction phase services.
- Attend site meetings as required by scope of services.
- Review and respond to RFIs.
- Review submittals.
- Review pay applications if required.
- Review change orders if required.
- Maintain CA logs.
- Perform other duties as assigned.

GENERAL EXPECTATIONS

- Effectively communicate within a project team including taking direction, giving direction, and asking questions.
- Solve technical issues creatively.
- Possess understanding of the Owner / Architect contract and KTGy's Scope of work.
- Actively pursue licensure and exam process.
- Continuously strive to improve knowledge by keeping updated on industry trends and competitor practices.
- Display positive attitude about the work to be done, co-workers, clients, management, and firm policies.
- Show initiative by being proactive and taking prompt action to accomplish objectives.
- Participate as an active and contributing member of a team to achieve team goals and work cooperatively with other team members.
- Use creativity and imagination to develop new insights into situations and apply new solutions to problems.

- Work well leading others through the CD process.

REQUIRED SKILLS AND ABILITIES

- Accurate and detail oriented
- Ability to research and apply various codes and ordinances
- Ability to work on multiple projects and maintain effective communication and quality control
- Demonstrated ability to plan, schedule, direct work of self and others
- Intermediate understanding and proficiency using the following software:
 - AutoCad and/or REVIT
 - Sketch Up
 - Adobe Suite
 - MS Office

EXPERIENCE

- Minimum of 5 years' industry experience

EDUCATION AND KNOWLEDGE

- 4-year Architectural degree preferred and/or combination of required education and experience
- Strong understanding of building codes, including national and state local codes
- Specialized knowledge of various product types, code requirements, and construction practices and how to apply, detail, and specify them

In order to be considered, please go to our website <http://www.ktgy.com/careers> to apply. No phone calls or drop-ins.