

# KIMMERLE GROUP/KIMMERLE NEWMAN ARCHITECTS

## Architectural Job Captain

### Firm Description:

Kimmerle Newman Architects an award winning multi-faceted design firm working with Corporate Office Interiors and other various commercial markets, Health Environments, Industrial, Laboratories and Life Sciences, Urban Design, and Education. KNA offers a competitive compensation and benefits package. Compensation commensurate with experience.

### Job Captain Role:

At Kimmerle Newman Architects, a Job Captain is primarily responsible for the production of construction documents (CDs), as well as additional duties, as listed below. A Job Captain will lead the production for a CD set, which can include overseeing a team of Junior Architects and Designers.

### A Job Captain's responsibilities include:

- Manage all phases of the project, including project initiation and setup, surveying, construction document drawings, and construction administration.
- CD production, and leading a production team, during construction documents phase.
- Coordinate with consultants on an ongoing basis. Full CD coordination with MEP engineers
- Client interface and relationship building.
- Work well with, and collaborate with a team. Be able to work well on your own with a self-driven work ethic from project beginning to end.
- Leading meetings and presentations with clients and consultants.
- Initial review of drawings for accuracy, including building code, scope of work, and design intent.
- Selection & specification of equipment and finishes.
- On site construction visits, field surveying, and project punch lists.

A Job captain's Qualifications include:

- A Bachelor's in Architecture or Master's in Architecture in NCARB accredited institution. On the path to licensure. Architecture License is a plus.
- Desire to learn new things and face project complexities with a drive for success
- Good understanding of commercial architecture and construction. Knowledge of BOMA a plus.
- Working knowledge of AutoCAD, AutoCAD Architecture. Knowledge of Revit a plus.
- Good understanding of local Building Codes, Life Safety, and Accessibility Guidelines.
- Working knowledge of Adobe suite, Photoshop, and Indesign.
- Conflict resolution skills, having an understanding of resolving issues that arise while keeping in mind client's needs, budget, scope and contract.
- Excellent Communication and Leadership skills
- Excellent time management and organizational skills