

Architectural Job Captain

Level Experienced

Job Location Corporate Headquarters - Orange, CA

Description

WE ARE SEEKING JOB CAPTAINS IN ALL OF OUR STUDIOS: Multifamily, Retail, Hospitality, Mixed-use, Office, Industrial, Parking, Landscape, Interiors, Global Design, Sci + Tech, Healthcare, Modular, Transit-Oriented.

ABOUT AO:

At AO, WE are better together.

In addition to competitive pay and benefits, flexible work schedules, and Work From Home options, AO offers an absolute one-of-a-kind culture with collaborative workspaces and driven coworkers. AO welcomes creativity, learning, and lasting relationships. Everything we do is motivated by what it takes to be effective and successful for our clients. We value service, our people, a roll up your sleeves attitude, and continuous improvement. If you are young in your career, grow with us. If experienced, get better with us. **There is no one like you, and there is no place like AO.**

Benefits:

We offer all the benefits of a big firm, with all the human connections of a small one. You will never be a number at AO. Join our community.

Partial list of benefits:

- Full Suite of Medical, Dental, Life & Supplemental Insurance
- Ongoing Education and Exam Reimbursement
- Most Medical Plans fully paid for employee-only coverage
- Company Paid Basic Life Insurance & Long Term Disability
- Retirement Plan, Health Savings and Flexible Spending Accounts
- Overtime Compensation for Hourly Employees
- Paid Vacation, Holidays and Sick Time
- Flexible Schedule
- Rail Station one block from campus

Qualifications

THE BELOW EXPECTATIONS WOULD APPLY GENERALLY TO ALL JOB CAPTAINS IN ALL OF OUR STUDIOS: Multifamily, Retail, Hospitality, Mixed-use, Office, Industrial, Parking, Landscape, Interiors, Global Design, Sci + Tech, Healthcare, Modular, Transit-Oriented.

SUMMARY: Person with moderate experience who possesses the skills and abilities to develop technical project drawings under the direction of Job Captains or other senior staff. Typical duties involve limited consultant coordination as required to prepare project construction documents. Technical drawing preparations of site plans, floor plans, elevations, wall sections, details, schedules, notations, and dimensions of these plans. Plotting of project drawings and

preparing project drawing sets for city submittals, client reviews, etc., as required to support the duties of Job Captains and other senior staff.

Project Technical Drawing Preparation and Support:

- Based upon direction given by the Client, Senior PM, PM, or other senior staff, develop to completion the technical drawings, tabulations, documents, and related services as required for the assigned project(s). This typically includes drawing detailed site plans, floor plans, building elevations, building sections, building details, and other aspects of the design and presentation process.
- Assist in preparing the drawings, sketches, and related documents to accurately represent the project to the client, approving agency, and contractor in sufficient detail to allow construction of the project.
- During the construction document preparation processes, coordinate the work of other consultants as required to prepare accurate and complete contract drawings, documents, and specifications that allow the project to obtain building permits from the required administrative agencies.

Technical Project Team Interaction:

- Coordinate their project efforts with the other senior staff and technical project team members.
- Assist senior staff in scheduling projects and individual tasks.
- Present, discuss, and receive technical input and direction from Senior PM, PM, and other senior staff on assigned projects/tasks.

Personal Time Management:

- Organize and prioritize individual projects or multiple projects independently or in conjunction with Senior PM, PM, and other senior staff.

Duties and responsibilities may be added, deleted, modified, or changed at the company's discretion. Changes may be made formally, informally, either verbally or in writing.