

**Job Title:** Job Captain

*Focus: Catholic churches, parish campuses, and educational facilities*

**Firm:** Kluger Architects

**Website:** <http://www.klugerarchitects.com>

**Location:** Los Angeles - Near Korea Town- Hollywood

**Salary Range:** DOE

**Job Description:**

Kluger Architects is currently seeking a highly motivated candidate for the position of experienced Job Captain. Using Revit and AutoCAD, you will be expected to jump right into current projects that range from wood framed to steel and glass structures.

The candidate we select will work closely with licensed Architects, Project Architects, and Project Managers while taking on a wide variety of responsibilities related to the development and coordination of architectural drawings and construction documentation.

The selected Job Captain should have outstanding problem-solving skills and the ability to assist in guiding projects from design through construction documentation with strong organizational and scheduling skills. Candidates should be capable of managing drawing production, coordinating consultants, and maintaining a high level of technical quality.

The ideal candidate will be able to work independently as well as collaboratively in a team environment while meeting deadlines and maintaining project standards.

**Preferred Job Requirements:**

- Completed at minimum a 4-year Accredited Architectural School.
- Proficient in Revit and AutoCAD. Rhino, SketchUp, Photoshop, and Illustrator are a plus.
- 3–5 years of experience as a Job Captain in an Architectural Firm.
- Strong understanding of construction document production and coordination.
- Knowledge of ADA requirements, building codes, and construction methods.
- Ability to work independently while supporting the project team.
- Demonstrated leadership potential and strong attention to detail.

**Key Responsibilities:**

- Develop and coordinate architectural construction documents using Revit and AutoCAD.
- Assist in preparing permit and construction drawing sets from design through

documentation.

- Coordinate drawings with engineering consultants (structural, MEP, civil).
- Maintain organized Revit models and drawing sets throughout the project lifecycle.
- Produce plans, sections, elevations, and technical details as required.
- Ensure drawings comply with building codes and ADA requirements.
- Participate in internal quality control reviews to maintain documentation standards.
- Assist with construction administration tasks including RFIs and submittals.
- Communicate effectively with team members, consultants, and project stakeholders.

**Contact information:** [Ckluger@klugerarchitects.com](mailto:Ckluger@klugerarchitects.com)

Kluger Architects is fully committed to the practice of equal opportunity for all and in all aspects of employment.