

Job Captain for Urban Residential Studio

General Qualifications:

- **Must have valid U.S. work status.**
- Only qualified applicants will be considered.

Education:

- 5 year Bachelor of Architecture or Master of Architecture degree.

Licensing/ Accreditation:

- Registered Architect in Texas is preferred.
- LEED Accreditation and experience with LEED CS or NC.

Experience:

- 5-10 years of work experience, with a minimum of 8 years of experience in commercial/Urban Residential Architecture and 2 years of multi-family experience.
- Experience with projects ranging in size from 200,000 rsf to 350,000 rsf: midsize and high rise construction.

Technical Coordination:

- Keeps apprised of contract and program requirements and any changes thereto and assist the team effort to reinforce design concepts.
- Strive to maximize the cost effectiveness of the design team, and implement corrective measures as necessary to maintain team efficiency.
- Coordinates with the Studio Leader to assure adequate team staffing to meet project commitments.
- Brings to the attention of the appropriate senior individuals within the firm project issues and situations which require involvement by others to resolve. Knows when to share concerns.
- Is responsible for coordination of consultant's design effort to reinforce overall design concept.
- Participates in design reviews with the Design Team and Principal-in-Charge / Studio Leader and consultant coordination reviews for the construction documents prior to the end of any documentation phase and the issuance of documents.
- Assists Design Team in coordinated transfer of all project documents to storage at the end of each phase, as appropriate, and at the end of the project.

Project Management:

- Is responsible for the establishment of overall man-hour budgets and project schedules into a Work Plan for the approval of the Principal-in-Charge / Studio Leader.
- Monitors the project team's performance on a continual basis with regards to project goals and commitments.

- Keeps project team advised of contract and program requirements and any changes thereto.
- Establishes project billing information and monitors project status reports and other management information system reports.
- Is responsible for maximizing the cost effectiveness of the project team, and for implementing corrective measures as necessary to maintain team efficiency.
- Coordinates with the Principal-in-Charge Studio Leader to assure team staffing to meet project commitments.
- Schedules design reviews with the Design Team and Principal-in-Charge Studio Leader and both in-house and consultant coordination reviews for the construction documents prior to the end of any documentation phase and the issuance of documents.
- Is responsible for the coordinated transfer of all project documents to storage at the end of each phase, as appropriate, and at the end of the project.

Communication Skills:

- Has proven verbal presentation skills.
- Has proven graphic presentation skills.
- Is able to participate in marketing interviews.
- Has proven client communication skills.

Technical Skills:

- Working knowledge of AutoCAD and Revit.
- Is proficient in Microsoft Word, Excel, Microsoft Project Schedule is a must.

Additional Responsibilities:

- Makes recommendations to the Principal-in-Charge / Studio Leader for salary adjustments and promotions for project team members.
- Monitors the project team's operating policies within the frame work of the firm's policies and procedures.
- Is responsible for communicating the firm's stated goals, policies, and operating decisions to all project team members and for communicating project team needs to the management of the firm.

Professional Qualities and Behaviors:

- Must demonstrate leadership qualities and a strong business sense.
- Collaborates effectively on a team basis.
- Maintains a positive and professional attitude.

Notes:

- Please send your resume and portfolio to hr@zieglercooper.com.
- Attachments must be kept under 1 MB.