

RQ CONSTRUCTION, LLC

Job Description

Position Title:	Design Job Captain/Architect II
Department:	Design
Type of Position:	Full-time
FLSA Status:	Exempt
Report Structure:	Reports to the assigned Project Architect (PA) or Design Project Manager (DPM) for job specific expectations, project goals, performance expectations, and personal (behavioral & technical) developmental goals and to the Executive Director of Architecture (EDA) for project assignments, interdepartmental procedures, client management requirements, career (position advancement) developmental goals, compensation, etc. Depending on the project assignment, the direct reports to this position are the Design Project Coordinator(s) and Technical Coordinator(s).

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for assisting and supporting project design by preparing any and all detailed drawings/graphics/3D production of architectural designs and plans for buildings and structures for all design phases of a project according to the specifications provided. The position may also be responsible for design project management under the supervision of the PA or DPM, including planning and monitoring design processes. The DJC may be responsible for more than one project at a time, all in support of RQ's Mission, Vision, and Values.

COMPETENCIES REQUIRED:

- **Project Team Management/Production Management** - Identifies, establishes, and distributes appropriate project priorities to team members. With moderate oversight from DPM/Sr. Staff, successfully manage workflow and production of team members (identify what needs to be done, what work needs to be done on documents, how to allocate work to team members – based on their level of expertise; attribute timeline and holding team accountable to timeline and deliverables). Manages relationships and deliverables of consultants, and junior team members, through straightforward written and oral communication. Educates and coaches Jr. staff in the following areas (including but not limited to): developing building sections, building details, door schedules, floor plans (dimensioning, room names, room tags, proper accessibility clearances, egress requirements). Participates with Sr. Staff in coordinating, supervising, educating, and mentoring assigned design staff, ensuring clear expectations and flow of design project information is disclosed to the project team. Actively participates in meetings, as required, and develops and distributes accurate meeting minutes to all team members. Holds self, project, team, etc. accountable by taking ownership of the project, define team member duties, check on progress, maintain open communication, and encourage individual leadership.
- **Consultant Interaction** - Communicates in a direct, courteous, and prudent way with



consultants using appropriate level of business judgement and ethics. Demonstrates clear understanding of structure and building systems, and broad awareness of the content in the consultant scopes-of-work as it relates to the production of drawings and submittal documents.

- **Design Process/Procedures** - Assists Sr. staff in design development, design schedule production, analysis, and production of work by self and others with moderate oversight from DPM/Sr. Staff. Manages the production of drawings and submittal packages, understands deliverables per RFP/codes/regulations, and mentors junior staff to manage production. Produces and processes all required documentation (ex. RFI's, submittals, shop drawings, additional items, etc.) in accordance with project strategy and department standards with moderate oversight from DPM/Sr. Staff. Moderate interface with design consultants on the management, production, and schedule of a project.
- **Design Production** - Displays a strong understanding of department, REVIT/drawings/filing standards and teaches Jr. Staff how to effectively use REVIT. Prepares/Generates any and all detailed drawings/graphics/3D production of architectural designs and plans for buildings/structures for all design phases of a project in accordance with specifications and project schedule with moderate oversight from DPM/Sr. Staff. Maintains responsibility of junior staff production quality and timeliness. Coaches and supports junior staff in production of contract documents, ensuring adherence to department standards. Reviews, assists, and monitors production, quality control, and contract documents by self, assigned staff, consultants, and others throughout the duration of the project. Responsible for developing and coordinating LEED documentation development, ensuring consultants are showing LEED credits in their documents upon submission. Researches codes and regulations, by-laws, and contractual documents, provides initial solution to a design problem, and provides assistance to Jr. Staff. Demonstrates a strong understanding of the principles of construction documentation to assist in producing contract and proposal documents.
- **Architectural/Technical Expertise** - Demonstrates a strong understanding of the various building codes (IBC, ADA, ABA, NFPA, etc.) and RFP, and utilizes them to make code determinations. Assists in the finalization of various Code searches on incomplete projects. Demonstrates a strong understanding of design documents and construction documents and leading the effort to coordinate with consultants. Need to develop/generate the following: Sheet Layout, site plans, floor plan, building elevations, sections, details, schedules, stairs, elevators, sheet numbering system, cartoon sets (with little supervision). Demonstrates a strong understanding of building components and their connectivity and able to teach junior staff on these items (how every system in the building interacts and connects with each other). Building Information Modeling (BIM) – Complies with, and coaches, modeling standards and procedures related to the creation the construction documents and BIM submittals. Demonstrates the ability to identify problems and solve them at a technical level. Develops a work plan and assigns to junior staff. Demonstrates a strong knowledge base of components and knows expected outcomes of the building envelope and their applicability within the system. Continually learning and growing in the architecture field by reading, investigating, and office/field experience. Actively participates in the development of specifications by communicating elements used in the project to spec writer.
- **Corporate Understanding/Knowledge** - Demonstrates the ability to evaluate and offer suggestions across the company, providing improvement ideas that think beyond one's own department and reflects reality in multiple departments. Seeks to interact with other departments, provides support, and improves overall functioning for the greater whole.
- **Business Strategy** - Thinks critically about how project functions impact overall corporate success. Offers solutions that think about corporate success. Maintains the appropriate level of business strategy as it applies to project.
- **Knowledge of Work** - Demonstrates knowledge of methods, techniques, and skills required in own and/or related functions (ex. architecture, building codes ABA/ADA, DoD processes). Applies

specific methods, procedure, and techniques in functional area.

- **Quality and Quantity of Work** - Produces reports, correspondence, and other work products which meet the intended objectives, demonstrates professional competency, and reflects acceptable quality. Work output of employee meets or exceeds goals established.
- **Staff Development** - Shows care for the individual, as well as promotes personal/department development. The development goals need to support project and department direction and targets, need to be achievable, and approved.
- **Supervision/Management** - Works with people, motivating, communicating, developing, correcting, rewarding, team building, and obtaining quality performance from team members.
- **Organizing, Planning, Prioritizing Work** – Develops specific goals and plans to prioritize, organize, and accomplish work in a professional manner. Reliable, completes assignments in a timely manner, follows through on assignments, and pulls his/her weight. Reporting information up and down.
- **Effective Team Member/Interpersonal Relations** - Works and communicates effectively with colleagues and work teams. Developing effective/positive working relationships, facilitating groups, and communicating effectively with a wide variety of individuals and audiences.
- **Stakeholder Focus** - Develops and maintains effective and strategic working relationships with others. Treats customers, the public, subcontractors, sub-consultants, and our own staff with courtesy, respect, dignity, fairness, honesty, and presents a positive public image. Handles emotions of self and others well, maintains self-confidence, and controls emotional reactions.
- **Process Development/Improvement** - Seeks continuous improvement for the benefit of the department, company, and people. Continually sets goals, measures, analyzes, and plans to improve measurements, and thereby, demonstrate the improvement.
- **Initiative/Motivation/Leadership** –Thinks ahead to anticipate future needs and opportunities. Identifies problems, obstacles, or opportunities and takes action to address issues. Executes duties without reminders. Does tasks that need to be done without direction (as applicable). Takes initiative on the behalf of others.
- **Communication** - Communicates clearly, listens effectively; keeps others informed of necessary and factual information. Deals effectively with conflict and avoids any gossip.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Design Process and Procedures – 15%

1. Assists the DPM/PA in implementing strategies during proposals, and to identify and implement process improvements.
2. Maintains appropriate communication with the DPM/PA, consultant team, and support staff on project status and workflow, and explains design-related strategies to project team members.
3. Assists the DPM/PA regarding the design production schedule and the production of work by self and others.
4. Collaborates with the Senior DQCM/DQCM for accurate development of drawings and specifications for projects.
5. Assists in the analysis and production of project design.

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6. Assists Senior DQCM/DQCM and PA or DPM in reviewing submittals and shop drawings against contract documents.
 7. Organizes and maintains a record of all electronic and hardcopy design documentation and correspondence pertaining to the Design Department and specific projects to support the PA/DPM or architectural negotiations.
 8. Processes and develops responses to RFI's, with approval from the Senior DQCM/DQCM and PA/DPM.

Design Production – 55% of Time

9. Analyzes codes and regulations, by-laws, and contractual documents to arrive at appropriate design solutions.
10. Generates project models, scale plans, deliverables, and project-specific construction details, utilizing an understanding of industry components and systems, under the direction of the DPM/PA and/or Senior DQCM/DQCM.
11. Coaches support staff in the production of contract documents.
12. Under the guidance of the DPM/PA, leads design team members and consultants (e.g., structural, electrical, mechanical, plumbing, landscape, finishes, etc.), and generates contract documents and proposal documents.
13. Oversees the production of and produces proposal exhibits, narratives and associated graphical and technical information for assigned proposals.
14. Assists the DPM/PA in developing a cartoon set of drawings for projects.
15. Produces and prepares submittal packages.
16. Conducts quality control reviews of deliverables and contract documents for self, assigned design staff, consultants and others.
17. Assists with and understands project sustainability documentation development and tracking.^M

Client Interaction – 5% of Time

18. Assists the DPM/PA in communicating with and managing client, stakeholder and user requirements; utilizing appropriate business acumen and business ethics.^M
19. Understands the structure and content of consultant scopes-of-work.

Project Team Management – 25% of Time

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20. Assists the DPM/PA in establishing project priorities and managing the design staff's individual contributions to the work flow and tasks for the production of work in projects.
 21. Assists the DPM/PA in managing the relationships and deliverables of consultants, through clear communication of project expectations, stemming from an understanding of what is required on consultant documents in each phase of the project.
 22. Participates with the DPM/PA in coordinating, supervising, training, coaching, and mentoring activities of design project team members, through clear communication of expectations.
 23. Interprets specifications, drawings, RFP, codes and regulations, contract documents and company policies and procedures for project team members.
 24. Facilitates the flow of design project information between the Senior DQCM/DQCM and project team members.
 25. Reports status of tasks, workflow, and unresolved items to the DPM/PA on a bi-weekly basis.
 26. Maintains open communication with RQ departments and teams (e.g., estimating, marketing, operations) to assist with proposal and project development.
 27. Understands goals of the enterprise, and conveys elements of these goals to other team members.
 28. Represents RQ design team on construction site, recording observations under the DPM's supervision.
 29. Actively participates in and assists DPM/PA in leading weekly Design Team meetings and department staff meetings. Offers opportunities for process and standard improvement.
 30. Performs other duties as assigned and agreed upon with supervisor.^M

Total Time = 100%

QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)

- Knowledge (highest) of design techniques, phases, tools, theories, and principles involved in the production and submittal of plans, drawings, models, specifications, and construction details.
- Knowledge (thorough) of building and construction materials, methods, systems,

^M This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however

documentation, and the tools involved in the construction or repair of buildings and other structures to assist in design development and implementation.

- Knowledge of practical application of building engineering science and technology. This includes interpreting and applying principles, techniques, and procedures toward the design and production of buildings and structures.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to assist in technical and creative writing.
- Knowledge of administrative and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Knowledge of basic arithmetic, algebra, geometry, and trigonometry and their applications to design and construction production.
- Knowledge of principles and processes for providing customer and personal services, including client needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Demonstrates active listening and reading comprehension skills to facilitate the understanding of work related documents, answering inquiries regarding design, and incorporating the implications of new information into design.
- Demonstrates complex problem solving and critical thinking skills to facilitate solution implementation and monitoring that is creative and original.
- Demonstrates coordination and communication skills, including written and verbal comprehension and speaking to facilitate project management.
- Demonstrates time and personnel management skills to facilitate company objectives and departmental goals.
- Ability to comprehend and follow written and oral instructions to assist in communicating information and ideas in a way that others will understand.
- Ability to visualize and deductively apply general rules to specific design problems.
- Ability to communicate design information through graphic hand sketching.
- Ability to prioritize work of self and others to achieve goals and standards on assigned projects or proposals.
- Ability to tell when something is wrong or is likely to go wrong through problem sensitivity. It does not involve solving the problem, only recognizing there is a problem.
- Ability to operate Microsoft Office (Word, Excel, Outlook, Powerpoint, etc.) and the Internet to assist in completing various design aspects of the position.
- Ability to operate various design formats (Revit, AutoCad, Adobe Photoshop, Sketchup, etc.) to assist in analyzing building codes and design modeling.
- Demonstrates a motivation to set and maintain high quality standards by paying attention to detail.
- Demonstrates the initiative and willingness to take on responsibility and proactively

approach challenges.

- Demonstrates a consistent commitment to RQ's Mission, Vision, and Values.

EDUCATION & EXPERIENCE:

- A Bachelor's degree in Architecture or related field is the minimum formal education required for this position.
- Eight (8) to ten (10) years' experience in full-time architectural CAD/REVIT drafting and construction documentation processes, with three or more years' experience in commercial design project involvement required. Project design experience with the Department of Defense (DoD) is preferred.
- Computer literacy (Microsoft Office, Adobe Acrobat, Internet, etc.) at the highest working knowledge, required.
- Specific software literacy (Revit v2011 or higher, ACAD v2011 or higher, Sketchup) required. Adobe Illustrator, Photoshop, InDesign, and MS Visio preferred, but not required.
- LEED GA credential is preferred.
- Previous work experience in the construction design-build industry preferred.
- CA architectural licensure desired.

WORKING CONDITIONS:

Working conditions are normal for an office environment. Excellent individual performance is expected. Company goals will be realized through dedicated teamwork pursuing Company objectives. Work is primarily completed in the corporate office, though travel to project job sites may be required.

PHYSICAL DEMANDS:

May be required to lift up to 40 lbs. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending, and operating office equipment that is hand operated. Driving may be required – must have valid driver's license for three or more years; proof of automobile liability insurance required when driving personal vehicle.