

Job Captain with CA/Field Experience

Candidates must possess the following:

Description

We are looking for, energetic, self-motivated, career minded Architects, dedicated to their profession and interested in performing Agency Construction Management Services. Must be able to perform both office and field work, including summer hours from 6am to 2pm.

bo ARCH L.L.C. is a 17-year-old, equal opportunity firm, providing both Architecture and a high level of Agency Construction Management services to Municipal and Educational Clientele in Arizona. We are in need of a team member with time management skills, who is organized, thorough, and ready to handle multiple projects.

Responsibilities

Architectural:

- Architectural Drafting
- Code Research
- Project Management skills
- Review and coordinate electrical, mechanical, structural, civil, and landscaping plans.
- Ability to perform constructability reviews of the various consultant's disciplines drawings
- Ability to chair Client design meetings
- Ability to follow-up on all project issues to prevent items from 'falling through the cracks'
- Construction Administration/Field experience

Construction Management:

- Chair weekly construction meetings and observation of the work in progress. Must understand the importance of rapid and correct responses to RFIs, timely shop drawing review, astute coordination of consultants and properly written field directives.
- Develop a comprehensive understanding of the contract documents, inclusive of, invitation to bid, contracts, plans, specifications, special inspections, and geotechnical report.
- Collaborate and affirm a cooperative Team approach and a sense of fair play. Involve the Team members in the decision-making process.
- Consult with the CIP Project Manager on a regular basis and advise if, at any time, the project is at variance with the established goals related to schedule, budget, and quality.
- Document decisions, direction, and the GC's activities, as well as in-activity in the field. Keep daily logs current and issue executive summaries monthly on the progress
- Perform quality control checks of the work in progress to ensure the work is in accordance with the contract documents.
- Being immediately responsive to the project demands to allow the GC to execute their contract smoothly and expeditiously.
- Ability to proactively identify problems and propose possible solutions

Qualifications

- B.S. in Architectural studies
- Knowledge of ADAAG & ICC Codes
- Clear understanding of the Design and Construction Process
- Proficiency in Microsoft Office 365
- Proficiency in AutoCAD
- 4-7 years Municipal/Educational project experience
- Architectural License
- Excellent verbal and written communication skills

- Ability to communicate effectively with Clients, CIP Engineers, Contractors and Consulting Engineers

Compensation/Benefits

- Pay commensurate with level of skills and experience
- Benefits include Medical, Dental, Paid Holidays, Vacation and Sick time.
- SEP Retirement Plan
- Career advancement partnership opportunities

Serious candidates are to send a letter of interest, resume and description or examples of previous services rendered, to info@boARCH.us Subject line: Architectural PM/CM Candidate