FORGE

JOB CAPTAIN

COMPANY

FORGE is an architectural and interior design firm that has served the San Francisco Bay Area since 1980. FORGE's 30-person staff delivers a wide range of talent and experience while maintaining the personalized service of a smaller firm. By adapting our approach and processes to suit the needs of our clients, we can produce large and small-scale projects in equal measure. We offer full-service architectural design and documentation for ground-up construction, adaptive reuse and retrofit, and expansion of existing facilities as well as comprehensive interior design for both end-users and building owners. We emphasize the stakeholder experience, founded on mutual understanding and trust, as the basis for success.

CORE VALUES

At FORGE, we measure performance based on industry knowledge and application as well as follow through on the company's core values. Our most successful projects have been the result of quality client relationships. Growth and advancement will demand constant challenge and frequent change. However, the following values we share will remain intact: entrepreneurship, balance, development, judgement, and stakeholder experience.

ROLE & RESPONSIBILITIES

The Job Captain's primary focus is to support his/her Project Manager and Designer. Roles and responsibilities include:

_ Work with the team to help coordinate the project during each phase from conceptual design through construction administration

_ Develop and coordinate plans, specifications, materials and construction administration

_ Prepare and submit drawings for entitlement. Preparation and review of contract documents

_ Provide guidance on technical issues, such as code review

_ Work directly with junior staff drawings, specifications and code research

_ Presentation of project information internally and externally and assistance with client meetings

_ Coordinate drawings with project consultants including: MEP, structural and IT/AV engineers

_ Provide construction administration support including: submittal review, RFI responses, job site meetings, creation of ASIs / construction bulletins

QUALIFICATIONS

_ Bachelor's or Master's Degree in Architecture

_ 5+ years experience

_ Design and documentation experience required

_ Excellent graphics, organizational, time management, written and verbal communication skills

_ Knowledge of building codes, standards

_ Strong 3D technical capabilities and experience using REVIT, AutoCAD, Adobe

_ Creative Suite and Enscape

_ Team player with positive attitude!