

# JFA Job Captain

## Responsibilities and Duties

### General:

- Job Captain shall require a Bachelor or Masters with 2-4 years professional experience
- Communicate effectively and professionally with clients, company employees and consultants, providing thoughtful and collaborative solutions. Some client interfacing is expected.
- Ability to work with and follow the Project Manager's (and Senior's) instructions on various projects and tasks.
- Ability to work both independently and as part of a team.
- Participate and assist in managing the consultant coordination with direction from Project Manager.
- Excellent organizational skills with strong attention to detail and documentation.
- In-depth knowledge of Revit, Rhino, Autocad, SketchUp and other industry accepted software.
- Ensure projects follow the JFA Process Book, guidelines and handbook.

### Management:

- Work with your team by understanding schedules and workflows to meet established goals at the outset of the project.
- Create a team atmosphere ensuring collaboration and effective communication amongst the drafters and designers.
- Support and assist in leading the coordination between structural and mechanical engineers (and other consultants as required).
- Responsible for ensuring the quality and completeness of all documentation.
- Responsible for coordinating successful review and return of RFIs and Submittals, with oversight from PM and Seniors.

### Design:

- Assist in providing specifications and material research and have an interest in industry changes and innovations.
- Research and develop details across all spectrums of the project (interior to exterior) when required or requested from PM, with support from Seniors as required.
- Think three dimensionally and assist the design team from 2D to 3D.
- Support PM to Maintain the building's design concept from inception through construction administration.

**Technical:** Provide, assist coordination, and the preparation of design & construction documentation for multiple projects through all phases of project delivery.

- Have in-depth knowledge of the NYC Zoning & Codes (including Energy), ADA and ANSI regulations.
- Continually evaluate the connection between design and the budget of the project to create a fully encompassed finished product.
- Call attention to problem areas and offer creative technical solutions and ask questions that yield creative solutions.
- Assign tasks (with agreed upon completion dates) and follow through to confirm consistency, accuracy and accountability. QAQC (review own work thoroughly prior to submitting drawings sets to PM/Seniors for final QAQC.
- Contribute to improvement of Office Standards.

### Note:

- Some travel to job sites will be required.

## Job Summary

J Frankl Architects (JFA) is a contemporary design firm located at 16 Court Street in Downtown Brooklyn. JFA specializes in new construction of Residential, Commercial and Mixed-use buildings. We are currently seeking candidates to fill multiple full time positions, from Junior Designers/Drafters to Project Architect/Manager level. More detailed position requirements can be provided.

Please send resume and introduction email to:  
Justin Sherman, RA AIA (jsherman@citytech.cuny.edu)

Please also visit our website below for more information.

<https://www.jfrankl.com/>