



JOB CAPTAIN

Open Position

SUMMARY

Prepare AutoCAD drawings for all tasks associated with civil engineering, land surveying, architectural and/or structural engineering. Must demonstrate proficient use and implementation of AutoCAD, Land Development Desktop and/or Architectural Desktop software. Responsible for the day-to-day management of assigned projects.

REPORTS TO

Project Manager

ORGANIZATIONAL RELATIONSHIPS

Executives, Finance, Engineering, Surveying, Architecture, Structural, Planning, and Consultants

WORK HOURS

Project schedule dictates any variation to the typical 8am to 5pm work schedule.

PHYSICAL REQUIREMENTS

Must be able to sit, use a computer and keyboard for extended periods of time. Must be able to lift up to 50 lbs and be able to conduct fieldwork tasks in various types of weather. Must be able to walk long distances, climb hills and stairs.

BILLABLE TIME REQUIREMENTS

Required billable time is 90% of work schedule

POSITION TITLE: Job Captain

MANAGER'S POSITION: Project
Manager

RESULT STATEMENT: *THE JOB CAPTAIN POSITION IS ACCOUNTABLE FOR PRODUCING THE FOLLOWING RESULT:*

- Ensures the day to day management of assigned projects
- Company liaison between the Client, Project Managers, Municipalities and other various consultants
- To ensure the delivery of quality AutoCAD drawings of high complexity with minimum number of errors within predetermined time frames.

TACTICAL WORK REQUIREMENTS

- Accurate Timekeeping
- Deliver quality drawings of high complexity with minimum number of errors within predetermined timeframes
- Awareness of estimated hours VS actual spent on assigned projects
- Contract familiarity: Clarity of scope of work, able to identify, communicate and act upon when Change Orders are required
- Understands that all tasks are time sensitive
- Consistently demonstrate a wide range of advanced AutoCAD skills
- Adhere to weekly project schedule
- Compliance with document control process
- Actively manage the quality of work that is generated for each assigned project. *Always show your best work*
- Utilize current design technology
- Responsible for obtaining data from appropriate municipal agencies
- Preparation of layout and preliminary designs with minimum input from Project Manager
- Provide AutoCAD drafting for residential, commercial and industrial projects
- Computer experience must include Microsoft Office, AutoCAD 2004, Land Development Desktop and/or Architectural Desktop

- Must be familiar with the design and development of construction documentation
- Vendor, contractor and sub-consultant communication and coordination
- Free hand drawings will be occasionally required
- Responsible for maintaining project CAD files, correspondence, RFI's and various project documents
- Assist in obtaining field measurements as required

STRATEGIC WORK REQUIREMENTS

- Evaluate the performance and results of AutoCAD systems
- Recommend and develop improved systems, policies and procedures for AutoCAD functions
- Assist in the planning and implementation project schedules
- Participate and provide feedback to Project Managers regarding system development and evaluation

STANDARDS: QUANTITY, QUALITY AND BEHAVIOR STANDARDS FOR WHICH THIS POSITION IS ACCOUNTABLE

1. All work will be performed in accordance with all government laws, regulations, ordinances and court rulings in those jurisdictions in which the company operates.
2. All routine work will be documented in the company's standard operating procedure manual. The information included in the operations manual is proprietary.
3. All work will be performed according to company policies and standards inherent in all position contracts, system action plans, employee manuals, ongoing policy memoranda, and facilities and dress codes.
4. Client and company information will be held strictly confidential outside the company.
5. All telephone calls and e-mails will be returned within one business day and within two hours whenever possible
6. Manager will be notified of any issues to be resolved or deadlines that cannot be met *prior to the due date*.
7. All innovation will be quantified, tested and improved then documented for routine implementation.
8. Problems with any system must be brought to the attention of manager so the system can be improved within the structure of the standard operating procedures.
9. All policy memoranda indicating changes in policy and/or procedure will be stored in each employee's standard operating procedure binder.
10. Employees will provide staff assistance as requested; each employee may be asked from time to time to cover other areas of accountability and/or departments.
11. All business communications, whether verbal, visual or written, whether internal or external use, will be professional in tone and content and in accordance with applicable and existing company policies and standards.
12. Employees will respect each other's time, space and need for concentration. Socializing and interruptions must not impede workflow.
13. Employees will have weekly, regularly scheduled meetings with their manager.
14. Employees are encouraged to recommend ideas for the improvement of their department and position that are consistent with the company's Strategic Objective.