



**Landscape Architecture Job Captain**  
*KAA Design Group, Inc.*  
*Los Angeles, California*

***About KAA Design Group***

KAA Design Group was founded two decades ago with a simple belief in the potential of design to elevate the human spirit. Today, the firm has grown into a cross-creative design company with three integrated disciplines: architecture, interiors, landscape architecture, and brand experience/graphic design. Under the leadership of five principals and four associates, KAA Design Group's 50 employees have built a reputation as one of the nation's leading design firms.

***Position Description***

To support the development and delivery of the Project under the supervision of the Project Manager, delegating and coordinating project tasks among support staff and consultants for the Project.

***Qualifications:***

- Degree from an accredited Bachelor or Masters of Landscape Architecture (LEED accreditation is a plus but not required)
- Minimum of 4 years of related professional experience.
- Candidates must be proficient in CAD software; knowledge of 3D software including Sketch Up is a plus but not required.

***Responsibilities-*** Simultaneous management of numerous projects and tasks under the direction of a Project Manager.

***Project Related:***

- Perform drafting and presentation work for the project.
- Develop conceptual sketches into design presentations.
- Perform design tasks.
- Coordinate materials and color palettes for presentation.
- Develop sketch details into construction documents and assemble detail sheets.
- Prepare construction documents.
- Process construction documents through plan check.
- Development of project schedules.

***Administrative:***

- Maintain logs and records necessary to manage the project.
- Compose transmittals and other correspondence necessary for the project.
- Prioritize, delegate and coordinate tasks with project team members.
- Research public agency requirements and prepare site analysis documents.
- Prepare and coordinate cost estimate budgets as required per the phases of the project.
- Administration of the KAA PDS (Project Delivery System).

***Office Wide:***

- Inspire and motivate current employees.
- Assist in maintaining fiscal responsibility for each project.
- Work and communicate in all phases as an integral member of the landscape architectural team.
- Perform work according to the KAA Core Values.

Additional Salary Information: KAA Design Group offers a competitive salary and benefits package including medical, 401(k), paid vacation, sick leave, holidays and more. KAA Design Group is an equal opportunity employer.

For more information about KAA Design Group please visit our website: [www.kaadesigngroup.com](http://www.kaadesigngroup.com)

Please send resumes to:

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No calls please.