



LANDSCAPE STUDIO

JOB CAPTAIN, LEVEL 1

JOB DESCRIPTION

Date Issued: 2026

FLSA Status: Exempt

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POSITION SUMMARY

In collaboration with the Landscape Project Manager and Architectural Job Captain, this role oversees production and implementation of design, drawings, and specifications for Landscape Architecture document progress submissions. This role assists with driving development of project progress, meets interim project deliverables, and coordinates with design consultants. Level 1 Landscape Job Captains may assist with overseeing production staff and advise the Project Manager on their performance. Assisting with assembly and coordination of site permitting applications and deliverables and application of design visioning and materials selections is important. The role has potential for growth and can be located in New Britain CT, Foxboro MA, or Boston, MA.

SCOPE

- Participate in site programming, planning, and design evolution meetings, and material selections meetings and presentations
- Work collaboratively across various disciplines to assist with developing construction drawings and graphic renderings
- Mentor and begin learning to manage Design Professionals and with guidance, may provide direction and oversight of their production and research work
- Learn to be a key participant in the research, coordination, and review of specifications
- Provide QA+QC reviews for content and completion of Landscape design documents
- Participate in permitting application involvement & deliverables
- Graphic support for business development efforts
- Key participant in the research, coordination, and review of specifications
- Various Construction Administration responsibilities

RESPONSIBILITIES

- Increasingly responsible for the evolution, programming, and production of Landscape architectural/site portions of drawings, renderings and specifications
- Work with the Landscape team to evolve the creation of designs that are aesthetically pleasing, constructable, durable, cost effective, and appropriate for our clientele
- Increasing Responsibility for presenting design evolution, requirements, intent and vision to Clients and design committees
- Construction Administrative support including site visits, field reports, Owner meetings and responding to RFIs, and preparing sketches; Works collaboratively with construction administrator
- Produce design renderings that easily illustrate design intent to the Owner and public
- Produce detailed construction drawings and details for bidding and construction
- Prepare drawings and materials for presentations and meetings and attend/participate as appropriate
- Produce and coordinate -related addenda or change sketches



- Provide graphic support for business development efforts
- Assist with construction budget formation and reconciliation efforts
- Conduct and assist with periodic site visits and review work in progress for conformance with Construction Documents and Specifications and prepare Site Visits Reports
- Understand and apply company standards for all content within the Landscape construction portion of the project document set
- Exhibit an advancing knowledge of plant materials, planting plans and availability
- Begin learning to manage production staff including overseeing staff performance and providing appropriate feedback as appropriate
- Participate in and adhere to KBA management processes (performance process, promotion process, 1:1s, etc.) as appropriate
- Meet all project schedules and deadlines
- Continually enhance professional knowledge and technical skills
- Contribute positively to KBA culture
- Embody KBA values and encourage others to do the same
- Follow and comply with KBA guidelines & policies

REQUIREMENTS

- Minimum bachelor's degree from an accredited Landscape Architecture program
- 8+ years of relevant municipal, educational or institutional project experience and capable of authoring Site and Landscape architectural contract documents (drawings and specifications)
- Expertise in common design requirements and standards and ability to lead the project with research of materials and product data
- Advancing expertise in common Landscape construction materials, methods, processes and design requirements
- Demonstrated ability with preparation of quality illustrative drawings and renderings
- Experience with construction contracts, RFP/RFQ requirements, bidding laws and requirements
- Expert AutoCAD, Microsoft, and Photoshop (or Revit & Sketchup) skills and solid knowledge of PowerPoint, and Bluebeam
- Developing knowledge of construction standards, building and accessibility requirements
- Knowledge of materials, permitting, codes and detailing of the Landscape Architectural scope of the site design

This is not an exhaustive detailing of responsibilities for this position. This job description is intended for summary purposes only and KBA reserves the right to amend the job description or assign other job duties anytime. Employment at KBA is At Will.

Signature

Date