

## Hierarchy of Responsibilities

<b>Head Captains</b>	
<b>Build Captain</b>	
<b>Weld Captain</b>	<b>Project Manager</b>
<b>Recruitment Chair</b>	<b>Fundraising Chair</b>

### Head Captains

Brandon Han & Kyle Trexler

- Manage project and fellow teammates
  - Project schedule
    - Plan and evaluate different options to how the bridge will be made.
      - Ex.) Adjusting to COVID-19 campus closure
        - Plan A: Campus reopens Summer...
        - Plan B: Campus reopens Fall...
    - Communicates with the captains to create a schedule based on the different plans and displays it to the rest of the team.
    - Sets up regular meetings with the team to update on progress
  - Team management
    - Make sure everyone is fully aware of their roles and positions on the team.
    - Ensure new members are granted the opportunity to receive first-hand experience in all project stages
    - Assists in the final build and weld team positions/decisions.
  - Has final say over project decisions
    - *(Disagreements between two head captains may only be resolved by the Build Captain)*
- Leads structural analysis, design, and fabrication
  - Design & Analysis
    - Explores software options for the design and analysis (i.e SolidWorks).
      - Transfer knowledge of software to all members involved in the design.
    - Creates regular design meetings
      - Communicates with all members involved in the design the constraints and that the final design meets those constraints.

- Ensures all captains are involved during the design phase in order to move the project forward more efficiently.
- Fabrication
  - Orders material
    - Goes through the final design and orders materials accordingly
    - Communicates with the SGA accountant
  - Contacts machining companies
    - Make sure all machining companies in communications will have and understand the shop drawings provided.
  - Stays involved and updated on where the project is during fabrication.

## **Build Captain**

Israel De La Rosa

- Coordinates regular build practices and tryouts
- Decides on final number of builders and who will take these positions
  - Builder availability is critical
- Hosts and participates in build practices using previous years bridge until current bridge in a buildable state
- Attends all design related meetings and helps make design decisions that will have substantial impacts on the build process
- Position is second only to the Head Captains, however responsibilities remain very similar and the Build Captain must assist the Head Captains with all matters whether directly related to Build or not.
- Should be heavily involved in all phases of the project.
- Research possible build techniques and design implementations to find better efficiency
- Coordinate purchase of equipment needed for build practice and competition.

## **Weld Captain**

Michael Longhitano

- Coordinates regular weld practices and tryouts
- Ensures that the shop has its hot works permit
  - Understands hot works safety
  - Maintains safety binder
  - Schedules safety course. Requirement for all people welding at the ASCE Workshop
- Decides on final number of welders and who will take these positions
  - Welder availability is critical

- Maintains welding equipment and consumables
  - Coordinates purchase of wire, tungsten, argon gas, safety equipment, etc.
- Seeks to upgrade and improve equipment and welding set up
- Maintains stable relationship with SAE leadership

## **Project Manager**

Yangyu Su

- Ensures that the project is on schedule
- Keeps tab on all time sensitive position responsibilities to ensure the team is working up to its full potential on all fronts
- Maintains log of important dates/milestones and member participation for future reference
- Must keep up to date on all facets of the projects progress

## **Fundraising Chair**

Austin Haven

- Reaches out to companies for sponsorship
- Updates sponsorship package
- Moderates Team's financial status
- Completes RSO funding course
- Submits and presents SGA Bill for funding

## **Recruitment Chair**

Jawan Son

- Present the team at ASCE General Body Meetings
- Coordinate with ASCE to include bridge update slideshows
- Announce position availability and team meetings through flyers, social media, General Body Meetings, etc.
  - Utilize Bridge in front of atrium as advertisement space
- Contact professors to speak before engineering classes
- Update ASCE website/social media

## **Past Captain**

Michael Mohney

- Provide guidance and past experience to captains and team