



JOB CAPTAIN

Job Type: Architecture

Job Status: Full-Time

Location: Newport Beach, CA

tBP/Architecture (www.tbparhitecture.com) is a full-service architectural practice, recognized internationally as a leader in programming, planning, design and management services with a primary focus on Educational Facilities since 1952. Our offices in Newport Beach, Walnut Creek and Solana Beach, California, represent a valuable resource of professional knowledge, talents and abilities which are provided to our clients with a personalized level of commitment.

Description

Job Captains possess organizational skills. They are capable of working on multiple assignments simultaneously and successfully completing the tasks with very little supervision. All work performed by a Job Captain is checked by a Project Architect/Project Leader or Project Manager. The quality, quantity and accuracy of the Job Captain's work are notably higher than that of the Senior Drafter.

Duties/Responsibilities

- Follows tBP's Guide to Quality Control and Project Management manual.
- Follows company standard CADD procedures for layering, etc., and standard drawing procedures for sheet layout.
- Prepares drawing sheets per direction and instruction from Architects.
- Completes schedule sheets and draft details.
- Completes assigned tasks accurately and on schedule.
- Reads, understands and coordinates Architectural and Consultant's drawings.
- Works on multiple assignments simultaneously.
- Completes assignments with minimal direction.
- Meets on a regular basis with team to communicate project progress.
- Has a working knowledge of applicable codes.
- Guides, supervises and assists the junior team members in the completion of the project.
- Adheres to the schedule and budget.
- Demonstrates knowledge of and competence in the Building Codes.
- Performs code search during Design Development and follow up during Construction Documents.

Qualifications

- Proficient at interpreting drawings.
- Proficient in AutoCAD.
- Working experience with Microsoft Office.
- Working experience with Revit.
- Works well in a team environment.
- Bachelor's degree in Architecture with a minimum of 3-4 years equivalent working experience in an Architectural environment.

Salary Range: \$55,000 - \$70,000

For consideration, please submit your resume and portfolio to hcheng@tbparhitecture.com