



SENIOR 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

This position is for a Senior Job Captain level and requires prior experience in construction document preparation.

Duties/Responsibilities

- Ability to organize a public bid project from schematic design through bidding.
- Perform Code research to assure projects conforms to Division of State Architect (DSA) or other governing jurisdiction requirements.
- Coordinates with consultant engineers to assure integrated documents.
- Meet with clients and incorporates client's needs into documents.

Skills/Requirements

- Excellent organizational and communication skills.
- Educational projects and Division of the State Architect (DSA) experience preferred.
- Working experience with Microsoft Office.
- Proficient in the following programs preferred: AutoCad and Revit.
- Works well in a team environment.
- Proficient at interpreting drawings.

Education Requirements

Bachelor's degree in Architecture and California Licensed Architect preferred with at least four (4) years of architecture construction document experience.

Salary Range: \$71,000 - \$89,000

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