



## JOB CAPTAIN

**Job Type:** Architecture

**Job Status:** Full-Time

**Location:** Walnut Creek, CA

*tBP/Architecture ([www.tbparchitecture.com](http://www.tbparchitecture.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 AutoCAD and interpreting drawings.
- Working experience with Microsoft Office and Revit.
- Works well in a team environment.
- Architectural Degree (4-5 years) or a minimum of 3 years equivalent working experience in an Architectural environment.

### Work Authorization

All individuals hired will be required to verify identity and eligibility to work in the United States. tBP/Architecture is unable to sponsor or take over sponsorship of an employment Visa at this time.

**Salary Range:** \$50,000 - \$70,000

For consideration, please submit your resume and portfolio to [pnewsom@tbparchitecture.com](mailto:pnewsom@tbparchitecture.com)