



SENIOR JOB CAPTAIN

Job Type: Architecture

Job Status: Full-Time

Location: Solana Beach, CA

tBP/Architecture (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, Ontario, Solana Beach and Walnut Creek, California, represent a valuable resource of professional knowledge, talents and experience that we provide to our clients with a personalized level of commitment.

Position Opening

tBP/Architecture is seeking a Senior Job Captain to support project teams in the preparation and coordination of architectural documentation, with a focus on public educational projects.

Responsibilities

- Organize and support public bid projects from schematic design through the bidding phase.
- Perform code research to ensure project compliance with Division of the State Architect (DSA) and other governing jurisdictions.
- Coordinate project documentation with consultant engineers to ensure integrated construction documents.
- Meet with clients and incorporate client requirements into project documentation.
- Support project teams in maintaining project schedules and documentation standards.

Qualifications

- Bachelor's degree in Architecture required.
- California Licensed Architect preferred.
- Minimum of four (4) years of architectural construction document experience.
- Experience with educational projects and DSA requirements preferred.
- Proficiency in Revit and AutoCAD.
- Working knowledge of Microsoft Office.
- Strong organizational and communication skills.
- Ability to interpret architectural drawings and coordinate project documentation.
- Ability to work effectively within a team environment.

Starting Salary Range: \$71,000 - \$89,000 annually, depending on qualifications and experience.

For consideration, please submit your resume and portfolio to jvidela@tbparchitecture.com.