

1) Job Title: Job Captain

2) Firm Name: Puchlik Design Associates

3) Location: Pasadena, CA

4) Firm Profile: PDA has over six decades of experience designing high-caliber projects with a focus on healthcare, Assisted Living, Skilled Nursing Facilities, Acute Care Hospitals, and Clinics. PDA offers a “full service” architectural approach, from design conception to documentation. Our Firm not only specializes in the intricate codes required to develop safe quality healthcare facilities, we see ourselves as caregivers; enhancing resident lives through the environments we create.

5) Job Description: This role interacts with the project team and requires daily problem solving, time management, multi-tasking and a great attitude under pressure. Frequently works on multiple projects at a time. Excellent drafting skills and attention to detail are required. Provides coordination and quality-control oversight of document production and oversees the work of the drafters. Requires thorough knowledge of architectural detailing, building materials, California building codes, and PDA office standards and details. Frequently involves coordination with project consultants.

6) Job Requirements:

- Actively seeking to obtain Architectural license in the state of California
- Bachelor’s degree in Architecture
- 5+ years of experience (preferably partially in healthcare)
- Excellent knowledge and experience using REVIT
- Strong knowledge and experience using AutoCad software and BIM processes
- Experience working with the Office of Statewide Health Planning and Development (OSHPD) and/or Building & Planning Departments
- Thorough knowledge of architectural drafting
- Working knowledge of Microsoft Office programs such as Word and Excel
- Strong professionalism and interpersonal skills
- Strong organizational and communication skills
- Working knowledge of detailing, building materials, codes and construction
- Ability to work on multiple projects concurrently

7) Salary Range: Competitive

8) Benefits include but are not limited to:

- Company Paid HMO Medical
- Company Paid PPO Dental
- Paid Vacation and Sick Days
- 401K Retirement
- Profit Sharing

9) To Apply, Send Resume to: Gail Brown, gbrown@puchlikdesign.com