

Job Captain

Withee Malcolm Architects is an award-winning Architecture and Planning firm located in the South Bay of Los Angeles (Torrance). We specialize in the design of distinctive high density multi-family urban infill projects that include mixed-use, TOD, commercial, senior and affordable housing.

We are seeking experienced job captains to join our project team. We are looking for candidates with excellent interpersonal skills who are intelligent, collaborative and articulate.

Job Captain applicants should have the technical and leadership abilities to plan, organize and manage the efforts of a production team to produce high quality construction documents within an allotted time and budget. They should also be skilled in managing client and consultant relationships.

Responsibilities:

- Supervising, coordinating and leading the production team on a project in developing the construction documents. Responsible for overseeing 2-4 architectural staff.
- Strong technical background and experience putting together a project.
- Excellent written and oral skills.
- Assist the project manager in developing project documents.
- Administer less complex projects.
- Detail all components of a building.
- Provide support for any tasks required for the successful completion of the project.
- Coordinate with outside consultants and other team members. Review consultants work to insure compliance with code and project requirements.
- Ensure accuracy of the plans.
- Verify that the project work is done efficiently and in accordance with established office standards.
- Review all drawings prior to plan check submittal, bidding and construction.

Skill Sets:

- Space Planning
- Proficient in AutoCAD and Revit
- Code Knowledge
- Experienced in Construction Observation (preferred)
- Consultant Coordination
- Agency Coordination
- Standard technical knowledge for construction documentation
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Education:

Bachelors of Architecture Degree or equivalent required. Licensed or actively pursuing registration preferred.

Experience:

6-8 years minimum in experience in architecture. Demonstrated experience in the development of a complete set of production plans from design development through construction documents and plan check. Salary based on experience.

If you meet the requirements of this position, please submit your resume via email with cover letter and compact representative sample of your work to hr@witheemalcolm.com with the subject line "Job Captain".

WMA is an equal opportunity employer offering a competitive compensation and benefit package. In order to be considered for employment, applicants must be currently eligible to work in the United States. We will contact only those candidates with whom we would like to move forward.

For more information about the firm, visit our website at www.witheemalcolm.com No phone calls or drop-ins please.