

Architecture
Planning
Interiors

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 and Walnut Creek, 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 knowledge of following programs preferred: AutoCad and Revit.

Education Requirements

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

Please submit your resume to hcheng@tbparhitecture.com and include "Resume" in the subject line.