



Job Title: JOB CAPTAIN – MUST KNOW REVIT || PARKING STUDIO

Reports To: Designated Supervisor, Principal

Classification: At-will; Exempt

About us:

Since its founding in 1974, Architect's Orange (AO) has evolved from a 2-man single office to an award-winning full service firm spanning a campus of 5 buildings, an engaged staff of 285+ souls and 9 Studios (Multifamily, Restaurant, Retail, Structured Parking, Commercial, Mixed Use, Hospitality, Landscape and Industrial/Office). Just like Historic Old Towne Orange where we are located, AO is family focused, hardworking and built to last. We value service, our people, a roll up your sleeves attitude and continuous improvement. If you are young in your career, come grow with us. If experienced, come get better with us. There is no one like you, and there is no place like Architects Orange.

Recent Awards (since 2016): 3 Gold Nugget Grand, 11 Gold Nugget Merit, 7 BALA awards and more.

Core Expectations:

- Based upon direction given by senior staff, develop to completion the technical drawings, tabulations, documents, and related services as required for the assigned project(s). This includes the actual drawing of detailed site plans, floor plans, building elevations, building sections, building details and other aspects of the design and presentation process.
- Assist in the preparation of the drawings, sketches, and related documents to accurately represent the project to the client, approving agency, and contractor in sufficient detail to allow construction of the project.
- During the construction document preparation processes, coordinate the work of other consultants as required to prepare accurate and complete contract drawings, documents, and specifications that allow the project to obtain building permits from the required administrative agencies.
- Present, discuss, and receive technical input and direction from Senior PM, PM, and other senior staff on assigned projects / tasks.
- Must possess exceptional scheduling, prioritization and coordination skills
- Specific knowledge of the following programs is required: AutoCAD, Revit, Adobe Acrobat, Microsoft Office Professional programs including Word, Excel, Outlook, and others.
- At least 3 years of experience is preferred to successfully perform this job. At minimum a one-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience is required. Associate's degree (A.A) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience preferred.

Some things we'd love to see:

- Experience with Retail and Office projects

Benefits:

We offer all the benefits of a big firm, with all the human connection of a small one. You will never be a number at AO. Come join our community.

Partial list of benefits:

- Full Suite of Medical, Dental, Life & Supplemental Insurance
- Ongoing Education and Exam Reimbursement
- Most Medical Plans fully paid for employee only coverage
- Company Paid Basic Life Insurance & Long Term Disability
- Retirement Plan, Health Savings and Flexible Spending Accounts
- Overtime Compensation for Hourly Employees
- Paid Vacation, Holidays and Sick Time
- Flexible Schedule
- Rail Station one block from campus

HOW TO SUBMIT YOUR RESUME:

Please apply directly through our Website at www.aoarchitects.com

Or copy and paste the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=E03D692347E20995CF41277C3DF4D75A>