

Job Captain

BCA Architects is currently seeking a highly talented Job Captain to join our Sacramento, San Jose or Irvine office. ***This position will be responsible for managing the planning and coordination of assigned projects under the supervision of a project manager or project architect.*** He/she will be responsible for helping BCA Architects expand its presence in K-12, charter school, community college, retail, commercial and civic architectural commissions throughout California. The successful applicant must possess strong problem-solving skills, including a great attitude and desire to learn and grow in the industry and marketplace(s).

Job Description/Tasks:

- Manage planning and coordination of assigned projects during the development of construction documents under the supervision of a project manager or project architect.
- Assist in design and investigation of material selection and systems.
- Plan, assign, direct, coordinate and manage the work of others and ensure quality-control review of work.
- Coordinate consultants, program requirements, code compliance, drawings and specifications.
- Work on multiple projects concurrently with primary concern for construction documents.
- Administer and manage less complex projects with minimal guidance.
- Review shop drawings and material samples.
- Prepare change drawings and coordinate with construction administrator when working on project in the construction phase.

Job Requirements:

- Bachelor's Degree required
- Accredited Architectural Degree preferred
- 6+ years working for a licensed architect or in a professional A/E/C firm
- General experience in all phases of architecture and substantial experience in the development of construction documents
- Thorough knowledge of computer aided architectural drafting and modeling, detailing, building materials, building codes and construction
- 6+ years of experience in budgeting and quality control
- Demonstrated proficiency in AutoCAD, Revit, SketchUp, Adobe Photoshop/InDesign/Illustrator and Microsoft PowerPoint
- Strong architecture design, space planning, construction documentation and presentation skills
- Analytical and problem-solving skills
- US Citizen

Compensation & Benefits:

Salary is commensurate with experience.

We offer an extensive benefits package for this position, including:

- Medical/Dental/Vision
- Paid vacation, sick leave and holidays
- Life insurance
- Long-term disability

- Flexible Spending Account
- 401(K)
- Performance-based bonus
- Professional membership support and training opportunities
- Give-back program offering company contribution on employee behalf to qualifying non-profit organizations
- Quarterly morale and team building events

BCA is an Equal Opportunity Employer.

Contact:

For more information or to submit a resume, please contact: Brian P. Whitmore, AIA, LEED® AP, President & CEO, at 916.254.5602 or BrianW@BCAarchitects.com. For more information on the firm, please visit www.BCAarchitects.com.



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www.BCAarchitects.com