

JOB CAPTAIN – 3+ YEARS

Role: Full-time Job Captain. The ideal candidate should have 3 to 6 years of experience of Job Captain responsibilities. We are looking for a collaborative and passionate professional to join our team. This position will work directly with the principals and project managers in the design development and coordination of multiple architectural projects, primarily multi-family housing. As an employee at Studio E Architects, you will touch all phases of projects, walk the job sites, be included in meetings, have a broad range of responsibilities, and can grow through mentorship in a close-knit, collaborative atmosphere.

About us: Studio E Architects is an innovative and award-winning San Diego-based firm committed to strong client relationships, design excellence, environmental responsibility, employee growth and work/life balance. Studio E Architects was founded in 1987 and is presently a diverse twenty-nine-person office. The firm has built a varied body of work including affordable housing, mixed-use infill development, charter schools, university, civic, historic reuse, and urban planning projects. The firm's work is consistently praised for its understanding of place and its inventive optimism.

Our Mission: At Studio E Architects, we design places that cultivate community, enhance well-being, and make the best use of resources. We listen carefully, uncover opportunity, and expand possibility.

Diversity Statement: Diversity is a core value at Studio E Architects. We are passionate about building and sustaining an inclusive and equitable working environment. We believe every member on our team enriches our work by exposing us to a broad range of backgrounds, skills, and views.

Job Captain responsibilities include:

- Generation and organization of the Revit model within the office and with project consultants
- Development and coordination of construction documents, including project detailing and basis of design
- Knowledge of and coordination of applicable building and zoning codes into construction documents
- Coordination of the consultant team
- Manage the permitting and plan check process with various jurisdictions
- Assist with establishing project schedules, deliverables and milestones
- Assist with coordinating and assigning team tasks, goals and deliverables within the team
- Assist with coordination and Quality Assurance reviews
- Assist in design and design presentations
- Assist in coordination of construction administration effort

Applicants MUST have the following qualifications:

- Professional Degree in Architecture from an accredited architecture program

- Between 3 - 6 years experience in an architectural office
- Demonstrated advanced knowledge and experience in Revit
- Experience with technical aspects of architecture and assembling construction documents
- Experience with construction administration
- Knowledge of state and local building and zoning codes, including accessibility
- Ability to work independently and as a member of a team
- Ability to self-start and stay on task with excellent organizational and time management skills
- Sensitivity to design and aesthetics
- Experience using Sketchup, Adobe Creative Suite, AutoCAD and Microsoft Office

Offer Package: Competitive wage and benefits including:

- Salary Range: \$70K - \$95K
- 401K Plan with employer contribution
- Optional Hybrid Workplace, Remote stipend
- Flexible Hours
- Annual Bonus
- Accrued Vacation Time off, Paid Birthday - ½ Day
- Paid Sick Leave, Holiday, Bereavement
- Employer Paid medical, dental insurance offered. Or equal stipend
- Short-term disability insurance, long-term disability insurance, life insurance
- Professional development support and 50% reimbursement of professional membership
- Paid Hourly, Approved overtime pay available
- Costco Business membership reimbursement

How to Apply: Email cover letter, resume and work sample in PDF format (10Mb max) or link to digital portfolio. No phone calls, please.

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