

DES Architects + Engineers, a leading design firm in the Bay Area who believes in staff mentoring and continuing education, and provides an environment that nurtures growth and career advancement. DES offers a competitive salary and benefits package, flexible work schedule plus lots of fun events and special services. We are presently looking for dynamic individuals for the following position:

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## **JOB TITLE: ARCHITECTURAL JOB CAPTAIN**

POSITION: full-time

### **JOB OVERVIEW:**

The Architectural Job Captain will work closely with internal and extended project team to create design and construction documents.

### **DUTIES AND RESPONSIBILITIES:**

- Assist project architect in developing project documents for bidding and construction
- Provide input to the design and construction schedule - communicate the technical implications of design decisions
- Responsible for the development and coordination of the drawings and specifications including: program compliance; code and agency compliance; schedule commitments; product research
- Organize and direct the architectural and/or engineering team to execute the work in an orderly, timely, and coordinated manner
- Advise the project architect and/or engineer when the drawings and specifications are complete and ready to be issued
- Provide support for any tasks required for the successful completion of the project

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to function comfortably, gain trust, confidence and deal effectively with a wide range of individuals including consultants, contractors and DES project team
- Proven ability to function in all phases of project development from schematic design through contract administration
- Working experience AutoCAD and Revit
- Ability to work in a fast-paced design environment
- BS Architecture with a minimum of 6-8 years experience

If you meet the minimum qualifications listed above, we encourage you to apply with your resume and cover letter at: [jobs@des-ae.com](mailto:jobs@des-ae.com)

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**About DES:** For 40 years, DES Architects + Engineers, Inc. has created working, learning, and healing environments for our clients. As a full-service design firm headquartered in Redwood City, California, DES provides creative and sustainable solutions that serve the needs of clients in life sciences, technology, healthcare, education, municipalities, and the development community. In-house professional services include architecture, interior design, civil and structural engineering, landscape architecture, visual communications and LEED coordination. The company's staff values collaboration to achieve design excellence, applying creativity to each client's unique vision.

As one of the top planning firms in the San Francisco Bay Area, DES offers an integrated project approach that leads to increased accuracy, quicker project delivery, and a better use of valuable resources.

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