

## Job Captain (5 Years Experience)

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Firm

Contact

McCandless & Associates Architects

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### About Us

McCandless & Associates Architects is a general practice architecture firm in continuous operation for over 70 years. We are a small dynamic firm with an established history providing excellent service to our clients. As a general practice firm we have the opportunity to work on a wide variety of projects, including:

- Commercial
- Community Service Centers
- Retail
- Residential
- Mixed Use
- Historic
- Public Works
- Industrial
- Institutional
- Places of worship

### Our Office Culture

At McCandless & Associates, Architects we respect your professional abilities and talents. We support our team members work-life balance by offering a flexible working environment.

### About the Position

We are currently seeking an experienced staff member to join our team in our Woodland office. The position is in-office, full-time, with a competitive salary, 80 hours PTO annually, 401k plan, annual performance bonuses, plus paid holidays.

### Responsibilities

- Plan and coordinate assigned projects during the creation of construction documents.
- Depending on the scope of the project, you will work on various phases of design through construction administration.
- Monitor and maintain project schedules & consistently meet deadlines.
- Produce complete sets of construction documents.
- Perform product and code research.
- Maintain complete and accurate project files.
- Adhere to client prototype standards when applicable.
- Reviewing project contract and budget.
- Effectively coordinate and communicate with consultants and design team members.

### About You

The ideal candidate has the necessary technical and management skills, a growth mindset, is comfortable working on a variety of project types and thrives working in a friendly collaborative environment. Bachelor's degree in architecture or closely related field is strongly preferred. Five years experience in commercial and residential design. Current ARE candidate preferred.

## **Minimum Skills & Requirements**

- Must be proficient in Revit & AutoCAD with excellent modeling & documentation skills.
- Accredited Architectural Degree preferred.
- Minimum 5 years working for a licensed architect.
- Must be proficient with Microsoft Office Suite (Outlook, Word, Excel, Teams, etc), Bluebeam, Adobe Acrobat and Photoshop.
- Able to work effectively both independently and collaboratively as part of a team.
- Strong organizational, analytical, and creative problem-solving skills.
- Ability to prioritize workload & keep multiple projects moving forward simultaneously.
- Must be familiar with CBC with an emphasis on accessibility and occupancy/load calculations.
- Familiar with a variety of standard building materials and related construction techniques
- Possess excellent written & verbal communication skills.
- Exhibit customer service attitude with professional, team-player disposition.