

BCA Architects is looking for highly motivated and talented staff people to join our Sacramento Office! BCA is a full service architectural firm celebrating 27 years in business, serving all areas of California designing projects in education, civic, commercial and senior living. We are an award winning firm and pride ourselves in strong “value added” services and design capabilities with (4) offices in San Jose, Sacramento, Orange County and Los Angeles. For more information visit: [www.BCAarchitects.com](http://www.BCAarchitects.com)

**Position Title:** Job Captain

**Experience:** 6+ years working for a licensed architect or in a professional AEC firm

**Job Description/ Tasks:**

- Responsible for planning and coordination of project during the development of construction documents under the direction of a project manager or project architect.
- General experience in all phases of architecture and substantial experience in the development of construction documents.
- Assists in design and investigation of material selection and systems.
- Thorough knowledge of computer aided architectural drafting and modeling, detailing, building materials, building codes and construction.
- Ability to plan, assign, direct and coordinate the work of others with quality-control review of work.
- Coordinates consultants, program requirements, code compliance, drawings and specifications.
- May be called to work on multiple projects concurrently with primary concern for construction documents.
- Administers less complex projects with minimal guidance.
- Reviews shop drawings and material samples.
- Prepares change drawings and coordinates with construction administrator when working on project in the construction phase.

**Job Requirements:**

- Bachelor's Degree required. Accredited degrees in architecture are preferred.
- Minimum six years of experience in budgeting and quality control.
- Able to demonstrate proficiency in AutoCAD and Revit. Other presentation programs such as the Adobe Suite of products and PowerPoint are also preferred.
- Demonstrate strong architecture design, space planning, construction documentation and presentation skills.
- Able to utilize strong analytical and problem solving skills.

For more information or to submit a resume please contact: Brian P. Whitmore, AIA – LEED AP, President at 916-254-5602 or [BrianW@BCAarchitects.com](mailto:BrianW@BCAarchitects.com)