



## JOB CAPTAIN

### **About Westgroup Designs**

Westgroup Designs (WD) is a comprehensive Architecture, Planning, and Interior Design firm headquartered in Irvine, California. Founded in 1989, WD is a woman-owned business that values passion, integrity, execution, teamwork and an enthusiasm for discovery. We specialize in educational, civic, healthcare, and commercial facilities, ranging from tenant improvements and renovations to new ground-up, multi-story campuses.

### **What We Offer**

- Collaborative, supportive and fun office culture, which was recognized in 2015 as one of the Top 30 Best Places to Work in Orange County by the Orange County Business Journal. Employee wellbeing and professional development are central to our culture, including weekly Lunch-n-learns, CEU sessions, industry event participation, monthly wellness initiatives and flexible working hours with half-day Fridays.
- Work alongside industry leaders who specialize in workplace strategies, health & wellness design, and learning environments.
- Located in the Google Center, our Irvine office is newly expanded and remodeled with a modern, open office design for staff to enjoy generous day-lighting, collaborative workspaces and break-out areas, and a quiet lounge area. The Google Center campus features onsite parking, several cafes and multiple outdoor seating areas.
- Competitive salaries commensurate with level of education, experience and leadership potential.
- Comprehensive benefits package that includes health, dental and vision care; holidays and PTO; and a 401(k) program.

### **Position Overview**

As Job Captain, you will be responsible for all aspects of design development and construction document preparation on projects. You will coordinate all project team members and lead the cross-functional design disciplines in developing technical solutions. You will partner directly with the Project Manager to ensure the financial health of the project, the quality of project documents, claim prevention, team collaboration and communication.

You will work collaboratively with clients, contractors, vendors and other WD team members. The ideal candidate will thrive in a dynamic work environment, and whose enthusiasm, creativity and winning attitude will contribute to the success of a high performance team.

### **The Successful Candidate Will Possess:**

- Strong client, project management, and time management skills.
- Extensive knowledge of all aspects of professional practice from schematic design through project close-out, with an ability to implement QA/QC processes.
- A high level of technical proficiency in the production of drawings in order to supervise the design and technical development of the project.



- A strong ability to coordinate and lead the design disciplines in developing technical solutions, and is capable of making independent decisions for projects and project teams.
- A collaborative approach and attitude, capable of working directly with Project Managers and Designers in the conceptual development of project documents.
- A solid understanding of industry standards, construction methods, and technical systems at large, with the capability and patience to mentor junior staff in these areas.
- The ability to work both independently and effectively in a cross-disciplinary team atmosphere and across multiple offices.
- Knowledge of the construction administration process, project billing, staffing and contracts.
- Excellent written and oral communication skills with an ability to present ideas in a marketing or project presentation.

#### **Required Qualifications**

- 3 years minimum of Architectural experience
- Bachelor's Degree in Architecture, Interior Architecture, or equivalent
- Expert in Revit with proven work experience in an architectural environment
- Proficiency with MS Office Suite (Word, Excel, Outlook, PowerPoint)

#### **Preferred Qualifications**

- California Architectural License or on track status
- LEED accreditation
- Experience with education, healthcare, civic and/or commercial projects