

## **JOB CAPTAIN**

### **ABOUT WESTGROUP DESIGNS**

Westgroup Designs (WD) is a comprehensive Planning, Architecture and Interior Design firm headquartered in Irvine, California. A professional collaborative environment with strong, qualified architects and designers leading, teaching, and learning. A creative team who works hard at rewarding careers on meaningful projects that can change peoples' lives.

**We're About:** Quality, Integrity, Commitment, and Architecture with Purpose.

**We Specialize** in educational, civic, healthcare, residential and commercial facilities.

### **WHAT WE OFFER**

- A diverse group of projects.
- Opportunities to make a difference through our work in the community.
- Medical, Dental and Vision Insurance
- Life Insurance
- 401k and Profit Sharing
- Paid Time Off
- Paid Holidays
- Bonus opportunities
- Continuing Education opportunities
- Comfortable work atmosphere

**Our Culture:** We offer a collaborative, supportive and fun office culture! Professional development and well-being are central to our culture. Our senior staff are industry leaders and mentors, who share knowledge and insight. Our office environment engages staff with weekly Lunch-n-Learns, CEU sessions, industry event participation, monthly wellness initiatives and allows for work-life balance with flexible working hours and half-day Fridays. [Learn more about our company culture on Instagram.](#)

**Our Office:** Located in the Newport Gateway Center, open, light and modern design for staff to enjoy generous daylighting, collaborative and flexible workspaces and break out areas, engaging cafe and lounge areas. Building amenities include an employee fitness center, Matisse Bistro cafe, game room, florist, hair salon, auto detailing, weekly food trucks and outdoor areas including a putting green.

### **WHO WE LOOKING FOR**

- 3-7+ years of Architectural/Design 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, BlueBeam Revu, and general technology
- Experience with education, healthcare, life science, civic, and/or commercial projects.
- Effective communicator and a Team player
- California Architectural License or on-track status is a plus
- LEED and/or WELL accreditation is a plus

### **PRIMARY RESPONSIBILITIES**

- Lead design development and construction document preparation.
- Coordinate project team members and cross-functional design disciplines.
- Partner with the Project Manager on document quality, timelines, progress tracking, and budget monitoring.
- Work collaboratively with clients, contractors, vendors, and team members.
- Serve as a key point of contact between team members, consulting engineers, and contractors.
- Assist in developing design concepts into detailed construction documents.
- Produce accurate construction documents compliant with codes and standards.
- Coordinate project compliance with building codes and regulations.
- Participate in site visits to ensure adherence to design intent and specifications.