

1) Job Title: JOB CAPTAIN/ SR. DRAFTS PERSON

2) Firm Name: Houston/Tyner, A Professional Architectural Firm

3) Location: Torrance, Ca. and San Francisco, Ca.

4) Firm Profile: Houston/Tyner is a full service architectural firm focusing on hospitality, commercial, institutional and entertainment venues. Our goal is to explore new and exciting projects that challenge the boundaries of architecture. Our unique studio office space invites a culture of innovation and ingenuity. As our portfolio expands, so does our need for dynamic and talented individuals who share our passion for design and architecture.

5) Salary Range: Negotiable, depending on skillset and experience. We offer full time positions and have a comprehensive health insurance program, 401k and profit sharing benefits, personal time off (PTO) days, holidays.

6) Job Description: The Job Captain/Sr. Drafts person will work with, and take direction from, a Principal Architect. Duties entail hands-on planning, coordination and production of project construction documents for scoping through construction administration. The Job Captain/ Sr. Drafts person will communicate and coordinate with project consultants, vendors, city officials and Clients and be responsible for researching, maintaining and dispersing project information in an organized and efficient manner.

7) Job Requirements: Proficient in AutoCAD 2013 or higher, MS Office and have a minimum of seven (7) years architectural experience, preferably in the sectors noted above. Candidates will be tested in AutoCAD during their interview. Good written and verbal communication skills will be required for interfacing with clients, city department personnel, consultants, contractors and vendors. A working knowledge of the various codes and ADA requirements is required. Candidates must be able to work well under deadlines. Must have experience with Revit, Sketch-Up, Adobe Suite or other graphic programs. Must have an architectural degree and working toward architectural licensing. Candidates must be willing to travel out of state for projects and be able to work some overtime.

8) Contact Information: Please send your resume in word or PDF format to htarch@houstontyner.com. Thank you.