



Job Captain/Construction Administrator | SWA Architects | Pasadena, CA | 08.25.17

SWA Architects is seeking full-time talent - **Job Captains and Construction Administrators** to join our expert team to assist, support, guide and lead in providing creative solutions to our diverse clients.

Job Captain - Summary:

- Job Captain with 10 years expertise
- Knowledge and experience in all phases of architectural projects
- Ability to collaborate with team members
- Solid comprehension of State and Local Building Codes
- Proficient skill with REVIT, AutoCAD, and Microsoft Suite
- Strong verbal, written and organizational skills
- Effective presentation skills

Job Captain - Requirements:

- Accredited Bachelor's Degree in related field of Architecture desirable
- Professional Architectural license pursuit preferred
- LEED accreditation encouraged
- Legal authorization to work in USA

Construction Administrator - Summary:

- Construction Administrator with at least 10 years' experience overseeing technically complex healthcare facilities, construction projects, and OSHPD procedures
- A strong understanding of construction process paperwork handling, including but not limited to RFIs, Submittals and Schedules.
- In depth understanding of Contract Document Drawings and Specifications.
- Builds and maintains favorable working relationships with Clients, Contractors and all other team members
- Perform on-site observations and produce field reports
- Makes substantial completion inspections/determination and prepares certificated with list of deficiencies and other close-out activities.

Construction Administrator - Requirements:

- Bachelor of Science in Architecture, Architectural Engineering, Construction Management, or in another related field.
- Knowledge of California Building and Fire and Accessibility Codes
- Must be Proficient with AutoCAD
- Knowledge of Microsoft Suite a must
- Strong verbal, written and organizational skills
- Excellent Interpersonal and time management skills

SWA Architects (www.swaarch.com) provides architectural design, planning, and consulting services in a fully integrated manner to public, healthcare, industrial, and commercial clients. For over 30 years, our dynamic and experienced team has been dedicated to providing superior service. Based in Old Town Pasadena, we are an active and growing firm of 40 professionals driven by our passion to create innovative design solutions for our clients.

***SWA Architects** offers a competitive salary and an excellent benefits package.*

***SWA Architects** is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Company policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, gender, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state or local laws.*

Interested candidates: Please submit cover letter and resumes to HR@swaarch.com