



QUATTROCCHI KWOK
ARCHITECTS

Job Captain

About Us

At [Quattrocchi Kwok Architects \(QKA\)](#), we focus on work-life balance and a collaborative team approach to meet client needs. In our work, we strive to Make a Difference in what we do, through dedication, sustainable designs, and community involvement. We design purposeful and distinctive learning environments and find our work to be challenging and rewarding.

The Position

We are looking for a dynamic individual to join our team as Job Captain.

As a Job Captain, you are responsible for the construction of the BIM Model and the production of 2D documents. You would act as the primary resource throughout the project, from start to finish, working collaboratively with the Project Architect and Design team.

These responsibilities are typical but are not all-encompassing. Each person is expected to work collaboratively as a team and to assist in any duties required to deliver a quality product on schedule, and within the project budget and the budgeted hours provided.

Primary Responsibilities

- Production of BIM Model(s) and project drawings and for the accuracy, quality, and consistency of the work product
- Produce phase deliverable documents and presentation materials according to office standards, project contract requirements, and the design direction of the Project Architect
- Leading the constructing and maintenance of the project BIM Model(s) at the direction of the Project Architect/Designer
- Review and coordinate the work of BIM Modelers and Junior Designers to ensure overall quality and accuracy of the BIM Model and 2D documentation and adherence to QKA standards

MAIN:

636 Fifth Street, Santa Rosa, CA 95404

EAST BAY:

55 Harrison Street, Suite 525, Oakland, CA 94607

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A California Corporation

www.qka.com

- Organize, collaborate with and lead with other members of the project team in the production of BIM Model and 2D documentation
- Ensure compliance, in cooperation with the Project Architect, with all building codes, DSA (and other agency) procedures, related forms, applications, and processes
- Coordination of consultant work in cooperation with the Project Architect, including review and integration of 3D BIM Models and 2D work
- Attend job site meetings, issue supplemental instructions and RFI responses, process submittals and drawings review during Construction Administration
- Coach and mentor junior staff, share experiences and lessons learned to increase the firm's common knowledge

Qualification and Skillset

- Bachelor's Degree in Architecture or equivalent education/experience required
- Minimum 3 years of experience in the field of Architecture developing BIM Models and 2D Documentation
- Understanding of BIM standards and practices
- Proficient use of BIM software and associated computer programs
- Good written and verbal communication skills
- General knowledge of sustainable design, construction materials, engineering disciplines, and construction techniques
- Experience working collaboratively as part of a team

Compensation and Benefits

Your health and welfare are a priority to us, we offer a competitive compensation package, including Employee Stock Ownership Plan (ESOP), Medical, Dental, Vision, Flexible Spending Account (FSA), Paid time off (PTO), and Sick leave. Professional growth is also important, QKA will reimburse for ARE test and job-specific continued education.

How to Apply

Submit cover letter, resume, and portfolio samples with an indication of your role on the projects submitted to careers@qka.com