

## Job Captain – Dallas



**HUMPHREYS & PARTNERS ARCHITECTS, L.P.**

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**Humphreys and Partners Architects, L.P. (HPA)** is an Architectural and Urban Design, Master Planning and Land Planning firm engaged in the design of high-rise, mid-rise, mixed-use, luxury, senior, affordable and student housing in markets across the country and internationally. We have a reputation for excellent design combined with a high level of technical expertise, as well as a reputation for exemplary customer service. HPA is headquartered in Dallas, TX with regional offices in Newport Beach, New Orleans, Orlando as well as Edmonton and Toronto in Canada.

We are currently seeking a **Job Captain** to join our Production Team in our Dallas, TX office. The candidate will be responsible for overseeing one or more projects from Design Development to the Construction Administration phase and will Interface directly with the consultants, contractors, team members and architects.

### **Job Responsibilities:**

- Oversee one or more projects from beginning to end, from Design Development to the Construction Administration phase
- Oversee support staff on architectural specifications to ensure work is executed accurately, coordinated in a timely manner and utilizes resources effectively
- Develop and establish the technical building details for the project including plans, sections, elevations, plan/section details, and schedules (wall/ceiling/roof types, etc.) to meet the design intent
- Accurately prepare and coordinate project construction document details and schedules using AutoCAD or Revit software
- Prepare and create plans that adhere to established office standards
- Assist and provide input on code research
- Review shop drawings and project submittals for document compliance
- Process RFIs and submittals using NewForma software
- Manage and source materials/samples
- Interface directly with the consultants, contractors, team members and architects

### **Basic Qualifications:**

- A minimum of 3+ years of professional experience in multifamily architecture required
- Bachelor of Science degree in Architecture
- Proficient with Microsoft Word, Excel, Adobe Acrobat, PowerPoint and other software programs
- Proven skills with AutoCAD or Revit and Photoshop
- Excellent interpersonal and time management skills
- Ability to follow-up in a timely manner
- Excellent clear and concise written and verbal communication
- Ability to work independently and work collaboratively in a team environment
- Positive attitude and driven to succeed

Interested candidates may send cover letter, resume, sample page (5MB max file size) to:

**April Hurst** HR Recruiter [april@humphreys.com](mailto:april@humphreys.com)

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A link to an online portfolio such as <http://www.issuu.com> is also welcomed.