



2023 JOB DESCRIPTIONS



DESIGNER 1

PROFESSIONAL EXPECTATIONS OF ALL STAFF

- All staff are responsible to all tasks of the project; no job position is above handling any task required for the success of the project and the team.
- Employees must exhibit initiative, engagement and purpose in their project work and in the profession.

RESPONSIBILITIES OF A CAW DESIGNER 1

- CAD drafting
- Computer 3d modeling
- Renderings
- Building and zoning code research
- Product research
- Survey, measure and document existing conditions
- Attending meeting, prepare meeting reports and other project memorandum
- Assist Project Manager and Job Captain with any and all job tasks necessary to complete the work in a timely manner, including errands, collating, and administrative tasks, among others
- Ability to iterate multiple design solutions to design challenges
- Development of skills to generate design solutions from site planning through detailing of projects
- Conceive of 3-dimensional space and how it is documented through plan, elevation and sections as well as 3-dimensional rendering programs

THE SUCCESSFUL TEAM MEMBER MUST POSSESS THE FOLLOWING SKILLS

- Minimum 0-3 years experience with an architectural degree from an accredited University
- Must take initiative and think independently
- Effective communication with team members
- Strong graphic, written, and verbal communication skills
- Keeping ears open to activity around the office, and absorption of learning opportunities within their projects and also ongoing work around them
- Ability to work well with others and contribute to a positive and effective team environment
- Previous experience with 3D modeling software is desirable. CAW is a Mac-based office working in Revit.
- On the path to licensure, enrolled in the IDP process, and actively logging credits

BASE COMPENSATION RANGE | \$65,000-\$75,000/year



DESIGNER 2

PROFESSIONAL EXPECTATIONS OF ALL STAFF

- All staff are responsible to all tasks of the project; no job position is above handling any task required for the success of the project and the team.
- Employees must exhibit initiative, engagement and purpose in their project work and in the profession.

RESPONSIBILITIES OF A CAW DESIGNER 2:

- Mastery of the skills required for a Designer 1 role
- CAD drafting
- Computer 3d modeling
- Renderings
- Building and zoning code research
- Product research
- Survey, measure and document existing conditions
- Attending meeting, prepare meeting reports and other project memorandum
- Assist Project Manager and Job Captain with any and all job tasks necessary to complete the work in a timely manner, including errands, collating, and administrative tasks, among others
- Ability to iterate multiple design solutions to design challenges
- Development of skills to generate design solutions from site planning through detailing of projects

THE SUCCESSFUL TEAM MEMBER MUST POSSESS THE FOLLOWING SKILLS:

- Minimum 2+ years experience with an architectural degree from an accredited University
- Must take initiative and think independently, including self-motivation on identifying project tasks
- Ability to analyze and confirm the thoroughness and completeness of own work
- Ability to work with task guidance, but does not always require explicit direction on tasks
- Capable of time management for self for multiple simultaneous tasks
- Effective communication with team members
- Strong graphic, written, and verbal communication skills
- Strategic project thinking beyond just tasks assigned directly to self
- Keeping ears open to activity around the office, and absorption of learning opportunities within their projects and also ongoing work around them
- Conceive of 3-dimensional space and how it is documented through plan, elevation and sections as well as 3-dimensional rendering programs
- Ability to work well with others and contribute to a positive and effective team environment
- The ability to work with Revit on a Mac-based platform
- On the path to licensure, enrolled in the IDP process, and actively logging credits

BASE COMPENSATION RANGE | \$70,000-\$85,000/year



JOB CAPTAIN

PROFESSIONAL EXPECTATIONS OF ALL STAFF

- All staff are responsible to all tasks of the project; no job position is above handling any task required for the success of the project and the team.
- Employees must exhibit initiative, engagement and purpose in their project work and in the profession.

RESPONSIBILITIES OF A CAW JOB CAPTAIN:

- Mastery of skills required of a Designer 1 and Designer 2, plus proven competency with the following responsibilities for a minimum of one year or a project cycle
- Management of projects ranging up to \$5M
- Drafting and computer modeling
- Management of 1-2 designer level staff, including identifying tasks and delegating work to team support members
- Coordination of a full consultant team
- Develop and verify meeting agendas
- Detail generation and product research
- Management and organization of sets of design and construction documents
- Outline and manage the development of design presentation materials
- Potential main point of contact with the client
- Finalize and distribute meeting minutes in a timely manner
- Tracks project documentation progress and gauge schedule compliance
- Active participation in Construction Administration and support

THE SUCCESSFUL TEAM MEMBER MUST POSSESS THE FOLLOWING SKILLS:

- Minimum 3-5 years experience with an architectural degree from an accredited University
- Ability to progress project tasks independently
- High degree of autonomy and ability to generate your own work and work for other team members
- Strong graphic, written, and verbal communication skills
- Demonstrated ability to manage all aspects of projects, including zoning processes, consultant coordination, and knowledge of the California Building Code (experience with the California Historical Building Code a plus)
- The ability to work with Revit on a Mac-based platform
- Ability to organize projects and manage the work of others
- Ability to work well with others and contribute to a positive and effective team environment
- Actively pursuing licensure, enrolled in the IDP process, and actively logging credits and taking exams

BASE COMPENSATION RANGE | \$80,000-\$100,000/year



PROJECT ARCHITECT

PROFESSIONAL EXPECTATIONS OF ALL STAFF

- All staff are responsible to all tasks of the project; no job position is above handling any task required for the success of the project and the team.
- Employees must exhibit initiative, engagement and purpose in their project work and in the profession.

RESPONSIBILITIES OF A CAW PROJECT ARCHITECT:

- Mastery of skills required of Designer 1, Designer 2 and a Job Captain, plus proven competency with the following responsibilities for a minimum of one year or a project cycle
- Fully responsible for client communication and management
- Ultimately responsible for documentation completeness, coordination and timely delivery
- Management of complex projects upwards of \$5M

THE SUCCESSFUL TEAM MEMBER MUST POSSESS THE FOLLOWING SKILLS:

- Architectural License
- Minimum 5-7 years experience
- Architectural degree from an accredited University
- Strong graphic, written, and verbal communication skills
- Demonstrated ability to manage all aspects of projects, including directing staff and multiple-discipline consultant teams
- Strong working knowledge of the California Building Code (including knowledge of the California Historical Building Code and Secretary of the Interior Standards)
- Detail-oriented with strong design skills
- The ability to work with Revit on a Mac-based platform
- Ability to work well with others and contribute to a positive and effective team environment

BASE COMPENSATION RANGE | \$85,000-\$130,000/year



PROJECT MANAGER

PROFESSIONAL EXPECTATIONS OF ALL STAFF

- All staff are responsible to all tasks of the project; no job position is above handling any task required for the success of the project and the team.
- Employees must exhibit initiative, engagement and purpose in their project work and in the profession.

RESPONSIBILITIES OF A CAW PROJECT MANAGER:

- Mastery of skills required of Designer 1, Designer 2, Job Captain and Project Architect, plus proven competency with the following responsibilities for a minimum of one year or a project cycle
- Fully accountable to client, schedule, budget and contract alignment
- Assembling of project proposals, and tracking of fees and budgets throughout project duration
- Oversight of entire team, including Project Architect
- Direct participation in Business Development, including new client contact development, proposal responses, and interviews

THE SUCCESSFUL TEAM MEMBER MUST POSSESS THE FOLLOWING SKILLS:

- Architectural License
- Minimum 7-10 years experience
- Architectural degree from an accredited University
- Strong graphic, written, and verbal communication skills
- Demonstrated ability to control project scope, schedule, and budget
- Has an established level of autonomy, can effectively manage self and team with minimum principal involvement
- Proven track record of managing projects of all sizes from proposal writing through all phases of design and construction
- Demonstrated ability to manage all aspects of projects, including directing staff and multiple-discipline consultant teams
- Strong working knowledge of the California Building Code (including knowledge of the California Historical Building Code and Secretary of the Interior Standards)
- Detail-oriented with strong design skills
- The ability to work with Revit on a Mac-based platform
- Ability to work well with others and contribute to a positive and effective team environment

BASE COMPENSATION RANGE | \$120,000-\$150,000/year