JOB DESCRIPTION

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| **TITLE:** | Designer 1,2,3,4 | **DATE:** | 7/2010 |
| **REPORTS TO:** | Design Manager | **FLSA STATUS:** | Non-Exempt |
| **DEPARTMENT:** | Design | **MGT/SPVR:** | No |

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**SUMMARY**

Performs design and specifications using computer-aided equipment and software. Prepares block plans, schematic plans, fabric / finish palettes, specifications and installation drawings. Edits, revises, and updates changes to existing drawings and specifications. Primary client contact with regard to design-related questions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES***include the following. Other duties may be assigned.*

* Assumes responsibility for overall completion of design and related tasks for assigned projects.
* Works with sales staff to establish design requirements of proposal preparation.
* Prepares design proposals as needed.
* Provides consistently complete, accurate specifications.
* Generates accurate scope of job based on customer expectations.
* Develops furniture block plan, space plan, fabric / finish palette, final furniture specifications and installation drawings. Ensures that furniture plans are code compliant.
* Performs field measures; product inventory; programming; specification verifications, ancillary product research, etc.; and frequently participates in project meetings as required with sales staff and/or clients.
* Works with sales staff or client to review any required design modifications and produces revised drawings and/or specifications based on those modifications.
* Creates graphic representation (hard copy) of design using assigned design software. Obtains client sign-off of final drawings.
* Is available for installation observation/assistance, and may meet with Project Management staff or outside contractors to review installation drawings and construction details.
* May work with Project Manager or sales staff to conduct final walk-through and prepare punch list.
* Enters time worked into database by job/project every week.
* Attends weekly team meetings (report on status of projects and workload).
* Performs other duties or special projects as assigned.

**SUPERVISORY RESPONSIBILITIES**

This job has no direct supervisory responsibilities, but position may require supervision of junior design staff members and contractors as project requirements dictate.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE**

**Designer 1** - Requires a high school diploma or GED plus Bachelor’s degree and up to 2 years of related experience;or equivalent combination of education and experience. Has knowledge of commonly-used concepts, practices, and procedures within field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Working knowledge of furniture systems and electrical/cabling issues essential. General understanding of building systems and building codes essential. Experience and demonstrated skill using Auto CAD, Microsoft Office Suite, 20-20, CAP, and rendering software

**Designer 2** - Requires a high school diploma or GED plus Bachelor’s degree and up 2-5 years of related experience;or equivalent combination of education and experience. Familiarity with standard concepts, practices, and procedures within field. Relies on limited experience and judgment to plan and accomplish goals. Working knowledge of furniture systems and electrical/cabling issues essential. General understanding of building systems and building codes essential. Experience and demonstrated skill using Auto CAD, Microsoft Office Suite, 20-20, CAP, and rendering software

**Designer 3** - Requires a high school diploma or GED plus Bachelor’s degree and at least 5 years of related experience;or equivalent combination of education and experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Working knowledge of furniture systems and electrical/cabling issues essential. General understanding of building systems and building codes essential. Experience and demonstrated skill using Auto CAD, Microsoft Office Suite, 20-20, CAP, and rendering software

**Designer 4** - Requires a high school diploma or GED plus design related Bachelor’s Degree and at least 7 years of related experience;or equivalent combination of education and experience. Proficient in a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to independently plan and accomplish goals. Performs a variety of tasks. Often leads, trains and directs the work of others. A wide degree of autonomy, creativity and latitude is expected. Intimate knowledge of furniture systems and electrical/cabling issues essential. General understanding of building systems and building codes essential. Experience and demonstrated skill using Auto CAD, Microsoft Office Suite, 20-20, CAP, and rendering software.

Other responsibilities may include:

* Lead workplace strategy efforts with key accounts
* Lead design huddles
* Assist with design quarterly meetings
* Leverage technology to improve efficiencies
* Facilitate Design Standards Committee
* Assist with training and advocating growth/learning
* Act as an internal resource/expert in specification-related support.
* Assist and/or lead in providing reference materials and other resources as needed.
* Maintain company helpdesk support for AutoCAD, CAP, and Z-Axis.
* Demonstrate effective time management & documentation, analyze productivity and areas for improvement.
* Help implement drafting standards set by the Design Standards Committee
* Assist with support A/V for quarterly huddle meetings until A/V stabilizes.
* Develop capabilities within 3D Studio Max and provide rendering support.
* Determine how to use Configura for design build sessions in front of clients.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general construction drawings, professional journals, technical procedures, and furniture specifications. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, proportions, percentages, area and volume. Ability to apply the algebraic and geometric concepts involved in design creation.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

The employee must provide proof of valid state driver’s license, and proof of insurance of an operable vehicle.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; concentrate intensely; use hands to finger, handle, or feel and operate a computer keyboard, mouse, and telephone headset; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and/or walk; and may occasionally be required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; and outside weather conditions at customer sites if on-site visits required. The noise level in the work environment is usually low to moderate.

Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.