JOB DESCRIPTION

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| **TITLE:** | Construction Solutions Designer 1,2,3 | **DATE:** | 1/2009 |
| **REPORTS TO:** | Constructions Solutions Director | **FLSA STATUS:** | Non-Exempt |
| **DEPARTMENT:** | Constructions Solutions | **MGT/SPVR:** | No |

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**SUMMARY**

Construction Solutions division includes several product lines including: demountable walls, raised floor systems and a variety of lighting systems. The Construction Solutions Designer prepares schematic plans, fabric/ finish palettes, specifications, and shop drawings. Edits, revises, and updates changes to existing drawings and specifications.

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

* Establishes design requirements for proposal preparation.
* Prepares design proposals as needed.
* Establishes design parameters/ selections based on budgets.
* Develops design feasibility, based on Architect’s or Client’s wishes. May design product offerings in a variety of software programs including ICE, ICEvision and AutoCAD.
* Develops plans, 3D rendered images, specifications, and shop drawings. Ensures that all architectural product plans are code compliant.
* Works with manager to review any required design modifications and feasibility concerns then produces revised plans, 3D rendered images, shop drawings and/or specifications based on those modifications.
* Presents all final shop drawings for sign-off before product is ordered, maintains a soft-copy set of these signed drawings on Pivot’s computer server for future reference.
* Participate in preliminary meetings with any or all of the following: Architects, Structural Engineers, Building Inspectors, Clients, GCs, electrical, data, plumbing, framing, concrete and drywall contractors for feasibility and education of the product offerings.
* May assist with all site dimensions width, length height to the nearest 1/16” of an inch. Uses these dimensions to complete shop drawings and final technical documentation.
* May develop calculations including hold-to dimensions for GC, as needed, includes these on the Shop drawings.
* Is available for installation observation/ assistance, may meet with project managers or outside contractors to review installation drawings and construction details.
* May assist with final walk through and prepare punch list.

**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.

**EDUCATION and/or EXPERIENCE**

**Construction Solutions Designer 1** - Requires Bachelor's degree in, Architecture, Construction Mgt, Interior Design, Engineering, or Facilities Mgt from a four-year college or university; plus up to 2 years industry 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 performf the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Familiar with AUTOCAD 2007, Snag It, MS Office. Certified on both ICE and ICECAD.

**Construction Solutions Designer 2** - Requires Bachelor's degree in, Architecture, Construction Mgt, Interior Design, Engineering, or Facilities Mgt from a four-year college or university; plus 2-5 years industry 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. Familiar with AUTOCAD 2007, Snag It, MS Office. Certified on both ICE and ICECAD.

**Construction Solutions Designer 3** - Requires Bachelor's degree in, Architecture, Construction Mgt, Interior Design, Engineering, or Facilities Mgt from a four-year college or university; plus at least 5 years industry 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. Familiar with AUTOCAD 2007, Snag It, MS Office. Certified on both ICE and ICECAD.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to read and analyze architectural drawings and blueprints. Ability to write reports and general 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 apply the concepts of both college level Algebra and Geometry, including, Pythagorym theorem. Ability to calculate and layout both radii and ellipsoids. Tasks regularly include the addition and subtraction of complex fractions, ability to calculate figures in millimeters, centimeters and fractions to the nearest 1/64”; ability to convert figures to any of the formats at any time. Ability to calculate amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY**

Ability to exercise independent discretion with regard to defining problems, collecting data, establishing facts, and drawing valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

APD should be LEED AP. The employee must provide own transportation, proof of valid state drivers 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel and to operate a computer keyboard, mouse, and telephone keypad. The employee is occasionally required to stand, reach with hands & arms; climb or balance; stoop, kneel, crouch, or crawl; The employee must occasionally lift &/or move up to 20 pounds and occasionally lift and/or move up to 45 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to travel to client sites up to 80% of the time.

**WORK ENVIRONMENT** The *work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee is occasionally exposed to adverse weather conditions, moving mechanical parts; high, precarious places; and outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate, but can be loud if working at a customer construction site.