

LIGHTHOUSE CONSTRUCTION

JOB DESCRIPTION

Position Title: Designer/Drafter

Status: Non-Exempt

**Department: Design and Sales
Manager**

Reports To: Sales & Design

Purpose of the Job

Work with the Design Department to plan and design residential and commercial projects. The responsibilities of the Designer include: meeting with clients, creating designs, drawings, and construction documents while complying with industry regulations. Additionally, the Designer should have excellent technical skills and be proficient in 3-D/CAD (Chief Architect) software. The Designer should possess great communication and customer service skills, and have the creativity to shape innovative and unique designs. The Designer must be willing to provide creative designs, product information, estimating support, and industry knowledge to the design team.

ESSENTIAL RESPONSIBILITY AND FUNCTIONS

- Confer with clients to determine factors affecting planning interior and exterior environments, such as budget, design/architectural preferences, purpose, and function.
- Site visit and field measurements. Gathering the necessary measurements, dimensions, and other routine calculations for design layouts.
- Identify potential issues to improve functionality.
- Providing clients with suitable design recommendations based on factors such as budget, the building site, and recent trends.
- Plan and design exterior and interior environments.
- Use Chief Architect software and other drawing techniques to produce architectural plans for management and client approval.
- Interact and Collaborate with other Architects and Designers to exchange ideas and provide support.
- Work within *Buildertrend* (Our Project Management Software) to update Product Selections, To Dos, and Design Documents.
- Manage all documentation related to the job in an organized and timely manner to ensure the company has a record of all project-related documentation.
- Reworking and modifying designs based on comments and reviews from management and clients, being open to input and suggestions.
- Participate in the estimating process, providing management with estimates on cost, time, and other finish specifications.
- Ensure final designs comply with regulations and quality standards
- Finalize 3D design to create buildable plans to include cross sections, schedules, and details needed. Ensuring all vital information and documentation is recorded

and maintained. Update plans as needed and communicate with the Operations/Field Department in a timely manner.

- Prepare specifications for client approval.
- Assist in selling and presenting projects for final client approval.
- Assist clients with all coordination of selected interior and exterior products, documenting in Company systems (*Buildertrend*)
- Work with the Design Administrator and company ordering process to ensure the correct products arrive in a timely fashion and are tracked using company systems. Order assigned product as needed.
- Work with Project Managers to ensure that the design concept is buildable and efficient and work with contractors and subcontractors in the field to answer questions and provide additional information through the build process.
- Attend site visit(s) and meetings during the construction phase per company processes and as requested.
- Compile all project documents and turnover to the Project Manager with all information necessary for the completion of the job.

WORK FLOW CAPACITIES:

Thinking Creatively

Developing, designing, and creating new applications, ideas, relationships, systems, or products, including artistic contributions. Use creativity in designing interior and exterior spaces, while taking into consideration the surrounding environments and textures.

Interacting with Computers

Using computers and computer systems (including hardware and software). Use Chief Architect Premiere Software for design, drafting, modeling or other engineering tasks.

Communicating with Supervisors, Peers, or Subordinates

Provide information to supervisors, co-workers, and subordinates by telephone, in written form, email, text, in person, or BuilderTrend.

Getting Information

Observing, receiving, and otherwise obtaining information from all relevant sources.

Selling or Influencing Others

Have a salesperson's spirit when interacting with clients

Making Decisions and Solving Problems

Analyzing information and evaluating results to choose the best solution and solve problems. Determine customer needs.

Estimating the Quantifiable Characteristics of Products, Events, or Information

Estimating sizes, distances and quantities; or determining time, cost, resources, or materials needed to perform a work activity. Estimate materials or labor requirements estimate costs of design materials or construction. Prepare cost estimates.

Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment

Providing documentation, detailed instructions, drawings, or specifications to tell others how structures are to be fabricated, constructed, assembled, modified, maintained, or used. Draw plans and maps to scale.

Organizing, Planning, and Prioritizing Work

Developing specific goals and plans to prioritize, organize, and accomplish your work.
Organize artistic or design projects.

Performing for or Working Directly with the Public

This includes serving clients.

Coordinating the Work and Activities of others.

Getting members of a group to work together to accomplish tasks. Oversee design department and ensure deadlines are being met with a high quality.

Updating and Using Relevant Knowledge

Keeping up-to-date technically and applying new knowledge to your job.

Inspecting Equipment, Structures, or Material

Inspecting materials.

Establishing and Maintaining Interpersonal Relationships

Developing constructive and cooperative working relationships with others, and maintaining them over time.

Scheduling Work and Activities

Scheduling appointments as related to clients.

Processing Information

Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Monitor Processes, Materials, or Surroundings

Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Documenting/Recording Information

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Communicating with Persons Outside Organization

Communicating with people outside the organization, representing the organization to customers, the public and other external sources. This information can be exchanged in person, in writing, or by telephone or email. Make presentations. Confer with clients or staff regarding design themes.

Interpreting the Meaning of Information for others

Translating or explaining what information means and how it can be used.

Developing and Building Teams

Encouraging and building mutual trust, respect, and cooperation among team members.

Judging the Qualities of Things, Services, or People

Assessing the value, importance, or quality of things or people.

Evaluating Information to Determine Compliance with Standards

Using relevant information and individual judgment to determine processes comply with laws, regulations, building codes or standards.

Analyzing Data or Information

Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Identifying Objects, Actions and Events

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. Distinguish colors, identify color balance.

Resolving Conflicts and Negotiating with Others

Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Coaching and Developing Others

Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills in the area of products and design.

Developing Objectives and Strategies

Establishing long-range objectives and specifying the strategies and actions to achieve them.

Performing Administrative Activities

Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. Prepare Contract Documents. Monitor Contract Performance. Update Project Management Software (Buildertrend).

Provide Consultation and Advice to others

Providing guidance and expert advice to management or other groups on technical, systems, or process-related topics. Advise clients or customers.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- It is essential that every person has a sense of responsibility to the company to perform at a level of excellence. It is with this attitude, blended with enthusiasm and passion for what you do each day; will affect each team member and our customers experience.
- Attend necessary meetings, be willing to accept continued education to stay current with new technology and methods as requested by senior management.
- Assume responsibility for professional development.
- Cover for peers during vacations and other times of need.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor.
- Participate in proactive team efforts to achieve departmental and company goals.
- Provide leadership to others through example and sharing of knowledge and skills.
- Participate in the orientation of new staff as requested by management.
- Support the success of the company through all actions with honesty and integrity.
- All other duties as required or requested by supervisor.

SUPERVISORY RESPONSIBILITIES: If any work is delegated, make certain follow up is accomplished. No direct reports to this position.

QUALIFICATION RESPONSIBILITIES: 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: Preferably a four-year degree in Design/Architecture with a minimum of a two-year degree in the area of Design or a related field. 1 year of experience is preferred. Knowledge of plans, drawings, estimating is preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. 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, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER OPERATIONS: Proficient personal computers skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, CAD type programs, etc.

PLANNING/ORGANIZATION SKILLS: Ability to prioritize tasks and handle multiple projects simultaneously, work independently or as a team member, and delegate assignments if needed.

CERTIFICATES, LICENSES, REGISTRATIONS: Pursue any certification as requested by senior management. Must have and maintain a valid driver's license without a DUI conviction, maintain automobile insurance coverage and have access to an automobile.

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 talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee may from time to time be required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee on occasion may lift and/or move up to 50 pounds in assistance with projects/products. Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), Distant vision (clear vision at 20 feet or more), color vision (ability to identify

and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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

While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.

Will be required from time to time to work in wet or humid conditions, work near moving mechanical parts, work in high precarious places, be subjected to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and have risk of electrical shock, and vibration.

Physical activity level is low to moderate performing somewhat strenuous daily activities of a primarily administrative nature. Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.

WORK SCHEDULE/HOURS: Employee is expected to work during the normal business hours. In addition, the position may require work outside the regular hours depending on workload.

TRAVEL: Minimal overnight travel by land and/or air may be required from time to time.

COMPENSATION: The Designer will be compensated with an hourly wage.

COMMENTS: This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Approved By:

Supervisor's Signature _____ **Date:** _____

I acknowledge that I understand the job duties and responsibilities of the Interior Design and Sales's job description.

Employee's Signature: _____