

Project Designer

Position Summary

Under the supervision of the Design Department Manager, the Project Designer is responsible for the management of assigned project designs from the initial client interview to completion of the design, specifications and permit submittal. Position is responsible for producing both preliminary and working design documents for the production handoff package.

Essential Functions

- Responsible for all stages of assigned projects including preliminary design, design development and handoff to production staff.
- Research specify items and materials as necessary to meet the varying needs of each unique project.
- Conduct initial client interviews and document Client's design goals, hopes and dreams and develop the scope of work and import before photos for new projects.
- Ensure that the home is accurately measured and photographed for documentation of existing conditions.
- Produce as built drawings, create imaginative and practical design solutions and prepare floor plans (sketching and/or CAD) and elevation drawings for preliminary client meeting.
- Review designs with Project Manager for construction feasibility and cost implications before presenting preliminary drawings.
- Refine and hone the preliminary plan and give the Project Manager drawings for obtaining a preliminary estimate.
- Design cabinet layouts and elevations and review with client. Upon cabinet design completion review layout designs with Cabinet Expediter to check for completeness of order. Process orders, document ordering and keep production staff informed of timelines.
- Develop working drawings including electrical and mechanical plans, window and door schedules.
- Create or work with CAD designer to create 3D architectural features accurately representing existing and new design plans and create color renderings of designs as necessary. Perform or assist 3D animation walkthroughs of design plans with client and make changes as requested by client.
- Create specifications with oversight from Design Department Manager. Implement drawing changes and update specifications as necessary.
- Recommend finishes, fixtures, materials, appliances and other miscellaneous items unique to each job and assist the client in shopping at showrooms if necessary.
- Prepare contract drawings for Project Manager to finalize the Construction agreement.
- Prepare permit paperwork, documents and drawings and obtain permit at the City's Planning Office.
- Visit jobs sites when necessary to resolve design issues as required.
- Assist with or manage as assigned, showroom product lines and keep neatly organized for clients.
- Design cabinet layouts and order cabinetry from company suppliers.
- Participate and potentially coordinate as requested in trade shows and other marketing events.
- Create Client and Office Design Books and assist as needed in the assembly of Production Books.
- Other duties as assigned.



Areas of Responsibility

- If you have a CAD background, you may be asked to manage CAD programs for all computer work stations that have CAD software and update as needed.
- If you have a computer background, you may be asked to be the contact for Computer Tech consultants relating to computer/server issues.
- Maintain current knowledge of construction codes and implement changes as required.
- Maintain up-to-date knowledge of design trends, cabinetry trends, building practices and technical applications including design software.
- Participate in weekly design review meetings.
- Document times spend on client task in 15-minute increments on daily task log.
- Assist with or be responsible for company social media blogging and assist with updates on social media.
- Provide phone back up, general marketing assistance and participate as a member of the team.

Qualifications

- 4-year college degree preferred. Formal design training and 3 to 5 years' experience designing residential remodeling, creating floor plans and drawing elevations and perspectives.
- Creative imagination and practical understanding of construction.
- Hand drawing skills and good "design sense" for space planning and finishes selections.
- Good communication skills, personable demeanor and sense of humor.
- Knowledge of, Microsoft Word and Excel. Proficient in 2020 design program.
- Strong knowledge of proper English, spelling, grammar, punctuation and word usage and ability to communicate concepts, thoughts and ideas both written and orally to others.
- Ability to establish and maintain collaborative, effective working relationships with managers, peers, clients and other employees.

Physical Requirements

- Frequent standing, walking and sitting.
- Frequent lifting and carrying up to 10 pounds.
- Occasional lifting and carrying up to 35 pounds.
- Must be able to work at computer or desk area for extended periods of time.
- Must be able to stoop, kneel, crouch and crawl.



Please Note

Employees of CRD Design Build are expected to maintain a professional image and attitude consistent with company objectives. All employees must agree to a criminal background check.

This job description should not be considered all-inclusive. It is an outline of expected duties. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time.

This job description is prepared to support our mission which is to bring form to our clients' dreams through architectural vision and construction expertise.

The purpose of this job description is to provide a guide by which you and the management of CRD Design Build may measure your progress and ability to meet our business objectives. The following should be considered an outline of your responsibilities and duties as an employee of CRD, not a detailed description of how all tasks should be completed.

