RQ CONSTRUCTION, LLC.

Job Description

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| **Position Title:**  | Interior Design– Project Manager |
| **Department:**  | Design |
| **Type of Position**: | Full-Time |
| **FLSA Status:** | Exempt |
| **Report Structure:**  | Reports to the Design Business Leader. The Interior Design team members report to this position. |

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| **GENERAL SUMMARY/ESSENTIAL PURPOSE:**  |

This position is responsible for leading Interior Design team members on commercial interior design projects, providing design solutions by giving clients excellent service both on design and delivery. All work is to be done in support of RQ's Mission, Vision and Values.

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| **COMPETENCIES REQUIRED:**  |
| * **Project Team Management/Production Management** - With minimal oversight from the Design Business Leader, successfully assists in managing workflow and production of team members (identify what needs to be done, what work needs to be done on documents, how to allocate work to team members – based on their level of expertise;). Assists in managing junior team members and coordination with consultants, through straightforward written and oral communication. Educates and coaches Jr. staff in the following areas (including but not limited to): developing building sections, building details, door schedules, floor plans (dimensioning, room names, room tags, proper accessibility clearances, egress requirements). Actively participates in meetings, as required, and develops and distributes accurate meeting minutes to all team members. Holds self, project, team, etc. accountable by taking ownership of the project, define team member duties, check on progress, maintain open communication, and encourage individual leadership.
* **Client Interaction** - Communicates in a direct, courteous, and prudent way with stakeholder and user using appropriate level of business judgement and ethics. Demonstrates clear understanding of structure and building systems during client meetings and discussions. Leads in communicating with and managing client, stakeholder, and user.
* **Consultant Interaction** - Communicates in a direct, courteous, and prudent way with consultants using appropriate level of business judgement and ethics. Demonstrates clear understanding of structure and building systems, and thorough understanding of the content in the consultant scopes-of-work as it relates to the production of drawings and submittal documents.
* **Design Process/Procedures -** Leads the design development, analysis, and production of work by self and others with minimal oversight from the Design Business Leader. Manages the production of drawings and submittal packages, understands deliverables per RFP/codes/regulations, and mentors the junior staff to manage production. Produces and processes all required documentation in accordance with project strategy and department standards.
* **Design Production** - Displays a comprehensive understanding of department, REVIT/drawings/filing standards and teaches Jr. Staff how to effectively use REVIT. Prepares/Generates any and all detailed drawings/graphics/3D production of interior designs and plans for buildings/structures for all design phases of project in accordance with specifications and project schedule. Maintains responsibility of junior staff production quality and timeliness. Coaches and supports junior staff in production of contract documents, ensuring adherence to department standards. Reviews (or assists) production and quality control and contract documents by self, assigned staff, consultants, and others. Responsible for developing and coordinating sustainability documentation development, ensuring consultants are showing sustainability credits in their documents upon submission. Researches codes and regulations, by-laws, and contractual documents, provides initial solution to a design problem, and provides assistance to Jr. staff. Demonstrates a comprehensive understanding of the principles of construction documentation to assist in producing contract and proposal documents.
* **Interior Design/Technical Expertise** - Collaborates with all disciplines on regional project teams to space plan and develop design and construction documentation. Specifies interior building finishes and develops technical specifications. Identifies Collateral Equipment needs and develops budgets for various facility types. Understands requests for proposals (RFPs). Provides construction administration support, i.e., reviewing shop drawings and construction submittals. Provides design overview for architecture and engineering disciplines to ensure compliance with DoD and User facility requirements for a comprehensive design. Coordinates the development, bidding and Best Value Determination (BVD) processes for the procurement of project specific FF&E (Furniture, Fixture and Equipment) packages. Comprehensive understanding of furniture and furniture systems and their integration and function with architecture and engineering disciplines.
* **Knowledge of Work** - Demonstrates knowledge of methods, techniques, and skills required in own and/or related functions (ex. interior design, building codes ABA/ADA, DoD processes). Applies specific methods, procedure, and techniques in functional area.
* **Quality and Quantity of Work** - Produces reports, correspondence, and other work products which meet the intended objectives, demonstrates professional competency, and reflects acceptable quality. Work output of employee meets or exceeds goals established.
* **Supervision/Management** - Works with people, motivating, communicating, developing, team building, and obtaining quality performance from team members.
* **Organizing, Planning, and Prioritizing Work** – Develops specific goals and plans to prioritize, organize, and accomplish work in a professional manner. Reliable, completes assignments in a timely manner, follows through on assignments, and pulls his/her weight. Reporting information up and down.
* **Effective Team Member/Interpersonal Relations** - Works and communicates effectively with colleagues and work teams. Developing effective/positive working relationships, facilitating groups, and communicating effectively with a wide variety of individuals and audiences.
* **Stakeholder Focus -** Develops and maintains effective and strategic working relationships with others. Treats customers, the public, subcontractors, sub-consultants, and our own staff with courtesy, respect, dignity, fairness, honesty, and presents a positive public image. Handles emotions of self and others well, maintains self-confidence, and controls emotional reactions.
* **Process Development/Improvement** - Seeks continuous improvement for the benefit of the department, company, and people. Continually sets goals, measures, analyzes, and plans to improve measurements, and thereby, demonstrate the improvement.
* **Initiative/Motivation/Leadership** - Thinks ahead to anticipate future needs and opportunities. Identifies problems, obstacles, or opportunities and takes action to address issues. Executes duties without reminders. Does tasks that need to be done without direction (as applicable). Takes initiative on the behalf of others.
* **Communication** - Communicates clearly, listens effectively; keeps others informed of necessary and factual information. Deals effectively with conflict and avoids any gossip.
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| **PRINCIPAL DUTIES AND RESPONSIBILITIES:**  |

**Design Production – 60% of Time (Variable)**

1. Performs interior design assignments that include programming client needs, conceptual design, schematic design, design development, space planning, code compliance, construction documentation and construction administration.
2. Assists in the development of space plans, furniture plans, elevations, sections, interiors details, FF&E cost estimates, FF&E schedules, CID packages, SID binders, FF&E binders, FF&E specifications, finish specifications, and best value determination (BVD) documentation, 3D conceptual views and finished design presentation documentation.
3. Maintains responsibility for the accuracy and completeness of construction documents for assigned project(s).
4. Provides solutions to design problems and generates design alternatives.
5. Develops and produces BIM drawing packages for design review, tendering and construction.
6. Works with the team to select, schedule and develop the concept of FF&E, color and materials for projects in co-ordination with other team members.
7. Assists in the production of sketch plan/schematic design documentation of interior layouts, loose furniture, equipment, finishes.
8. Participates in meetings with product representatives, suppliers, and co-ordinates and educates the design team on new materials, brands, and special treatments.
9. Attends client / site meetings, as assigned.
10. Renders plans and elevations and 3D views to convey a design concept to a client.
11. Works on projects in all phases of the design process, from concept to construction administration.

**Project Team Management, Contributions, and Work – 40% of Time (Variable)**

1. Reviews, understands, and manages project criteria and requirements (e.g., RFP) and scopes of work.
2. Explains and conveys the intent of drawings, models, and contract documents to junior team members.
3. Prioritizes assigned project work and communicates priorities and status regularly with all team members.
4. Attends project team meetings and department staff meetings and oversees the development and distribution of meeting minutes[[1]](#footnote-1).
5. Performs other duties as assigned and agreed upon with supervisor1.

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| **QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)** |
| * Knowledge of design techniques, phases, tools, theories, and principles involved in the production and submittal of plans, drawings, models, specifications, construction details, etc.
* Knowledge of and demonstrated use of the following: Facilities Guidelines Institute (FGI), Americans with Disabilities Act Accessibility Guidelines (ADAAG), Architectural Barriers Act (ABA), Health Insurance Portability and Accountability Act (HIPAA), General Service Administration schedule (GSA), and Environment of Care (EOC) infection control protocols for healthcare facilities.
* Knowledge of basic arithmetic, algebra, geometry, and trigonometry and their applications.
* Knowledge of general practical application of building engineering science and technology. This includes applying principles, techniques, and procedures toward the design and production of buildings and structures.
* Knowledge of building and construction materials, methods, systems, and the tools involved in the construction or repair of buildings and other structures to assist in design development and implementation.
* Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to assist in developing proposals and other design/construction documentation.
* Demonstrates active listening and reading comprehension skills to facilitate the assigned tasks and answering of inquiries regarding design.
* Demonstrates critical thinking and communication skills, including written and verbal comprehension and speaking, to assist in the design development process.
* Demonstrates time management skills to facilitate project and departmental goals.
* Ability to read and understand design information and ideas presented in writing or through oral instruction.
* Ability to communicate design information through graphic hand sketching.
* Ability to operate Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.), Adobe Acrobat, and the Internet to assist in completing various design aspects of the position.
* Ability to operate various design formats (Revit v2018 or higher, ACAD v2018 or higher; Adobe Creative Suite, Sketchup, Bluebeam, etc.) to assist in the production of assigned work.
* Demonstrates a motivation to set and maintain high quality standards by paying attention to detail.
* Demonstrates the initiative and willingness to take on responsibility and proactively approach challenges as an active team member.
* Demonstrates a consistent commitment to RQ’s Mission, Vision, and Values.
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| **EDUCATION & EXPERIENCE:**  |

* A BA/BS degree in Interior Design from a CIDA accredited program is the minimum formal education required for this position. A BA/BS Interior Architecture or Architecture may be considered with appropriate work experience, which must include the years of experience outlined below.
* Ten (10) or more years of relevant interior design experience within healthcare operations and related interior design experience required. This must include:
	+ 5 years medical facility interiors (ex. ancillary department design – labs, pharm, etc.) projects, including healthcare codes and standards.
	+ 5 years interior design experience with the Department of Defense codes and standards.
* Interior Design License or NCIDQ certification required.
* Computer literacy (Microsoft Office, Adobe Acrobat, Internet, etc.) required.
* Specific software literacy (Revit v2018 or higher, ACAD v2018 or higher; Adobe Creative Suite) required but can be trained. Sketchup and Bluebeam a plus.

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| **WORKING CONDITIONS:** |
| Working conditions are normal for an office environment. Excellent individual performance is expected. Company goals will be realized through dedicated teamwork pursuing Company objectives. Work is completed in the corporate office. |
| **PHYSICAL DEMANDS:** |
| May be required to lift up to 40 lbs. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending, and operating office equipment that is hand operated. |
| **WITHHELD AUTHORITY:** |
| Seeks approval from supervisor for all work assignments. |

I have read and understand the essential requirements of this Job Description and have addressed any concerns or questions with the Design Business Leader. I understand that this Job Description may not cover all the duties and responsibilities I may be required to perform in my position. I also understand that this Job Description does not create an employment contract, implied or otherwise, and that RQ Construction, LLC. is an “at-will” employer.

1. This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however. [↑](#footnote-ref-1)