

JOB TITLE: Design Manager**DEPARTMENT:** Development**DIVISION:** Western**FLSA:** Exempt**DATE OF REVISION:** May 1, 2017

1. **PRIMARY FUNCTION**

Work with both Development and Construction Teams providing design insight, coordination oversight and construction assistance throughout the life-cycle of a deal from contract execution to disposition. Manage and guide consultant teams throughout the process.

2. **ESSENTIAL DUTIES AND RESPONSIBILITIES (Should be a minimum of 5-8)**

- Entitlement, Development, Pre-Construction Coordination & Oversight
 - Reviews preliminary project design, including: site plans, building types, and unit layouts as well as parking, site amenities, unit design/finish, and clubhouse design/finish.
 - Works with Development and Construction/Estimating staff to ensure the development program meets budget objectives, and value-engineers the proposed construction issues.
 - Manages the Design Process with the use of the Design Template and holds consultants accountable for meeting deliverables within schedule.
 - Works with Development and coordinates the Clubhouse architecture and interior design, as well as the pool, spa, and other site amenities with the landscape architect.
 - Assists in the selection of color schemes, pool finishes, landscaping plant materials, etc.
 - Coordinates all third party design consultants through the design process including, but not limited to Geotech, Environmental, Architect, Interior designer, low voltage designer, Fire Alarm and Fire Sprinkler designers.
 - Coordinates regularly with Development team and Construction team on project progress and proactively brings material issues to the attention of the appropriate party.
 - Works closely with consultants to ensure timely completion of all construction drawings and coordination between plans and specifications.
 - Coordinate any third party plan reviews or inspections including, but not limited to accessibility, fair housing, ADA, (or similar), etc.
 - Follows up with consultants to ensure all JPI and Third Party review components have been incorporated into the plans (on-going also after construction start)
- Construction Coordination & Oversight on Behalf of Owner/Developer
 - Coordinates plan check and permit issuance
 - Reviews RFI's received from the jobsite and coordinates with consultants to ensure a timely response
 - Reviews shop drawings, material submittals, finish selections and coordinates with consultants to ensure construction timelines are met
 - Coordinates deferred permit submittal applications with Development and Construction to ensure construction timelines are met.
 - Walks amenities and first units to assist in the coordination of electrical, phone, cable and internet rough-in, mechanical and finishes.

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of **all** the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.

- Visits sites regularly to ensure construction quality and coordination runs smoothly and maintain open communication with field staff.
- Updates the development partners and their team members regarding design related decisions during the construction phase

3. **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (Could be 1-3)**

- Other duties as assigned

4. **KNOWLEDGE AND EXPERIENCE REQUIRED**

A. EDUCATION:

- Degree in Architecture/Architecture Engineering (or similar degree)

B. LICENSES OR CERTIFICATIONS REQUIRED:

None

C. RELATED WORK EXPERIENCE: []

- | | | | |
|--------------------------|--------------------|-------------------------------------|------------------|
| <input type="checkbox"/> | None | <input type="checkbox"/> | 4 - 6 years |
| <input type="checkbox"/> | 6 months to 1 year | <input checked="" type="checkbox"/> | 7 - 9 years |
| <input type="checkbox"/> | 1 - 3 years | <input type="checkbox"/> | 10 or more years |

Describe the nature of the prior experience (what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.):

- Owner mentality, leadership skills, ability to conduct consultant meetings acting as a representative of Owner/Developer
- Proficient in Microsoft Office programs
- Proficient in Blue Beam or other related program
- Ability to learn web based construction tracking tools

D. OTHER CONSIDERATIONS (*communications, interpersonal skills, etc.*):

- Accountability – Takes responsibility for performance
- Communication - Listening to others and communicating effectively
- Conflict Management – Working to bring different viewpoints or concerns to resolution
- Creativity & Innovation - Creating new approaches and solutions to challenges
- Judgment / Problem Solving – Makes decisions wisely, after evaluating all available options
- Project Management – Demonstrating the knowledge and ability to develop a project plan and oversee implementation
- Quality - Produces deliverables that meet or exceed expectation
- Stress Tolerance – Effectively handling adverse or stressful situations
- Teamwork - Working collaboratively with other to achieve organizational goals
- Time Management – Effectively managing time in order to effectively accomplish work

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APPROVALS:

TEAM LEADER

DATE

HUMAN RESOURCES

DATE

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