

JOB TITLE: SENIOR DESIGN MANAGER**DEPARTMENT:** DEVELOPMENT**DIVISION:** CENTRAL**FLSA:** EXEMPT**DATE OF REVISION:** 07/24/17**1. PRIMARY FUNCTION**

Responsible for the design project management of the development process inclusive of coordinating with consultants through the design process, the site concept plan and supporting construction in an owner's representative role during construction. This role is a liaison between the Development team and the Construction team within the Central Region.

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

- Reviews preliminary site plans, building types and apartment unit mix.
- Works with the Preconstruction Team to ensure the plan and scope meets budget objectives as well as reviewed to address potential constructability issues.
- Reviews existing zoning regulations or proposed zoning regulations with developer to understand constraints and opportunities.

• Entitlements, Zoning and Permitting

- Assists the Development Associate in zoning and entitlement issues.
- Review and provide feedback to development for any third-party plan reviews or inspections.
- Oversees the permitting process inclusive of obtaining all necessary building permits on schedule.
- Ensures government agencies are on track and project is in compliance.

• Third Party Coordination and Internal Liaison

- Assist development in solicitation, review and recommendation for all consultants' proposals for scope and cost; and reviews contracts.
- Coordinates third party design consultants through the design process inclusive of architects, civil engineers, structural engineers, landscape architects, interior designers, etc.
- Communicates regularly with Development team and Construction team on project progress and proactively brings material issues to the attention of the appropriate party.
- Coordinates and manages the JPI Accessibility Compliance Policy ensuring plan review and compliance is met with 3rd party reviewer and design team.
- Coordinated utility designs (electrical, franchise and natural gas) with engineering team and Low Voltage Designer to complete document and scope designs in order to assist development in bringing Utility Company offers to completion prior to closing.

The 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. TDI Employment Services, LLC retains the discretion to add or change the job duties at any time.

- Coordinates unit and amenity plan reviews and acceptance with developers, Asset Management and Property Management.
- Coordinates Signage Design.
- Coordinates Interior Design FFE presentations and budgets, provides feedback to consultants for VE as needed.
- Initiates and coordinates Fitness Equipment designs with the design team. Reviews and recommends to development fitness designs and proposals within budget for approval prior to closing.
- Initiates and coordinates Audio Visual Equipment designs with the design team. Reviews and recommends to development A/V designs and proposals within budget for approval prior to closing.
- Assists development with coordination of owner testing scope and agreements. Reviews and recommends to development scope and proposals within budget for approval prior to closing.
- Works closely with Vice President, Design Management providing support on ad hoc issues as needed.
- **Design and Drawing Review**
 - Helps coordinate the Clubhouse architecture and interior design inclusive of the pool and other site amenities.
 - Reviews selected shop drawings, material submittals and finish selections.
 - Assists in the selection of color schemes, pool finishes, landscaping plant materials, etc.
- **Development Coordination**
 - Monitors construction documents and production schedules.
 - Coordinates with the QA/QC Design Manager, Consultants and Pre-Construction Team to interpret comments and coordinate requested drawing and specification changes.
 - Review RFI's received from the job site and consultants responses for completeness.
 - Manages the Owners 3rd Part Accessibility Consultant, review and make recommendations based on site inspections and reviews, coordinates with the Design Team and GC to interpret and correct deficiencies.
 - Visits site at different stages of construction to ensure delivered product is consistent with plans and specs and identifies areas for recommended enhancement. Site visits include pre drywall box walks for club/common areas/units, garage, front entry (landscape, signage, and lighting), clubhouse, courtyards, leasing trap and first units.
- **Market Trend Analysis**
 - Assists Vice President, Design Management with the collection and coordination of design components/product types for current developments, competitor developments (i.e., flooring, windows, kitchen features, and amenities) and best practices from other product types (single family, hospitality, resorts, etc.).
- **Mentoring**
 - Assists Vice President, Design Management with mentoring Design Managers on the team to help train them on JPI standards and process/procedures.

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3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (Could be 1-3)**4. KNOWLEDGE AND EXPERIENCE REQUIRED****A. EDUCATION:**

- Bachelor's Degree in Architecture, Engineering or Real Estate

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.):

- At least 7 years in an architecture project management or construction management role
- Demonstrated ability to project manage and work effectively with different constituents

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

- Proficiency in MS Project Excel and MS Office
- Working knowledge of ACAD and Revit software platforms
- Professional Architect in good standing is preferred
- Working knowledge of Photoshop
- Attention to detail
- Owner mentality
- Works well in a team setting
- Ability to prioritize and multi-task
- Integrity
- Strong communication skills (both verbal and written)
- Proactive
- Flexible

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APPROVALS:

TEAM LEADER

DATE

HUMAN RESOURCES

DATE

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