

JOB TITLE: VICE PRESIDENT, DESIGN MANAGER

DEPARTMENT: DEVELOPMENT

DIVISION: CENTRAL

FLSA: EXEMPT

DATE OF REVISION:

1. **PRIMARY FUNCTION**

Responsible for leading and managing the Design Management team that oversees the project management of the development process inclusive of coordinating with consultants through the design process, and supporting construction as an owner's representative 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 and Development to ensure the plan and scope meets budget objectives as well as addresses potential constructability issues.
- Reviews existing zoning regulations or proposed zoning regulations with developer to understand constraints and opportunities.

• **Third Party Coordination and Internal Liaison**

- Assist development in solicitation, review and recommendation for all consultants' proposals for scope and cost; and reviews contracts.
- Establish Design Team Meetings for each project and hold consultants accountable for delivering complete and accurate plans on schedule.
- 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.
- Establish procedures and accountability tools to ensure coordination of 3rd party accessibility review, Owner testing, utility design (electrical, franchise and natural gas), signage, fitness designs and audio visual equipment designs.
- Establish procedures and accountability tools to ensure all appropriate JPI departments have the opportunity to review unit plans, amenity layouts, floor plans, Exterior elevations and landscape plans.

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

- **Plan Review**
 - Establish processes and procedures to review plans for accuracy and completeness at each level of plan submittal.
 - Coordinate with Preconstruction team to ensure plans are consistent with JPI standards and specifications are with budget
 - Establish processes and procedures to timely communicate plan revisions, value engineering items, and coordination issues to the consultant team at each level of design. Establish process to follow up to ensure revisions are complete in a timely manner.
- **Market Trend Analysis**
 - Establish process to research and implement 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.) to ensure JPI is the industry leader design.
- **Development Coordination / Construction Administration**
 - Establish process and procedures for Construction Administration / Owner Representation at the construction phase of the project. Oversee Design Manager activities that include the following:
 - Set up onsite OAC meetings and other Owner / Consultant meetings with the General Contractor.
 - Monitors supplemental design documents (ASI) and construction schedules.
 - Review RFI's received from the job site and consultants responses for completeness.
 - Reviews Potential Change Orders (PCO) and make recommendation to Owner for approval process.
 - Manage Owners 3rd Party Inspection Consultants, 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.
 - Manage Signage process, Lighting Consultants and clubhouse FF&E.
 - Manage project close-out process, Substantial Completion Certificate, Alta Survey and Final Certificate of Occupancy.
- **Mentoring**
 - Mentor Design Managers as a team and individuals to help train them on JPI standards, process/procedures and personal development.

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

- Other duties as assigned

4. KNOWLEDGE AND EXPERIENCE REQUIRED**A. EDUCATION:**

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

B. LICENSES OR CERTIFICATIONS REQUIRED:

Licensed Architect Preferred

C. RELATED WORK EXPERIENCE: []

[] None

[] 6 months to 1 year

[] 1 - 3 years

[] 4 - 6 years

[] 7 - 9 years

[] 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 10 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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