



Job Title: Design Associate

Reporting: Vice President

FLSA Status: Non-Exempt

Summary of Position:

The Design Associate will work with Revit models in support of technical design projects, including creating production drawings and contract documents. The Design Associate will contribute content to technical designs under the leadership of more senior Designers.

Essential Duties and Responsibilities:

- Coordinate technology drawings with Designers and other consultants as needed.
- Prepare answers to requests for information (RFI's).
- Issue drawings for addendum related changes and support the Design Team with up to date backgrounds and drawing packages for design meetings.
- Work in conjunction with the Designer in performing quality control on technical documents, including coordination with MEP, architectural and other consultants as needed.
- Attend client design meetings with the Designer and accurately record changes to the drawings that come as a result of those meetings.
- Learn and perform technology related design tasks under the supervision of in-house professionals.
- Maintain the electronic document library, updating detail drawings as needed.
- Manage drawing packages, schedules, and meetings.

Supervisory Responsibility:

This position does not have any supervisory responsibilities.

Essential Qualifications:

- Working knowledge of Revit.
- Working knowledge of AutoCAD.
- Must have a valid driver's license.

Desired Education:

- Certification in BICSI standards preferred. BICSI Fundamentals course completion is a requirement of continued employment and will be provided.
- Studies in basic design and project management.

Work Environment:

This position will primarily be working in an office environment. Approximately 10% of this position's time could be spent out in the field.

Travel:

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.