



Job Title: Technology Design

Reporting: Vice President

FLSA Status: Exempt

Summary of Position:

The Technology Designer is a blended role of client advocacy, project management and systems design work.

Essential Duties and Responsibilities may include the following:

- Serve as a consultant and client advocate.
- Serve as a subject matter expert who can present design options to our clients.
- Engages in managing client relationships and ensuring projects meet scope, schedule and budget.
- Create and enhance technical designs and specifications related to facilities infrastructure, including premise data distribution, audio/video systems, physical security systems, and any other technology that the company is engaged in.
- Develop project scopes of work and manage project schedules and budgets throughout the course of the project.
- Coordinate and lead meetings with the client, architects, MEP, and other consultants as needed during the design phases of the project. Attend additional design meetings as needed.
- Model production drawings using Revit, integrating with architectural Revit models.
- Engages with Lead Designers and Consultants to improve drawing package and associated details and views.
- Develop technical specifications.

- Prepare answers to contractor requests for information (RFI's), issue drawings for addendum related changes.
- Work in conjunction with the Design Team in performing quality control on project documents, including coordination with MEP, architectural and other consultants as needed.
- Provide quality control of installed infrastructure.
- Mentors Design Associates.

Supervisory Responsibility:

This position may have lead or supervisory responsibilities.

Essential Qualifications:

- Demonstrated skill level to design in one or more of technical disciplines the company engages in.
- Advanced design and project management skills.
- Working knowledge of Revit.
- Working knowledge of AutoCAD.
- Strong communication skills, written and verbal are a must.
- Must have a valid driver's license.

Desired Education:

- Appropriate professional certification in the design disciplines practiced by the associate. Examples include RCDD for premise distribution, CTS for audio/visual, PSP for security, CWNP for wireless, et.al.

Work Environment:

This position will primarily be working in an office environment. Approximately 50% of this position's time could be spent with clients outside of the office.

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.