



## TECHNOLOGY DESIGNER JOB DESCRIPTION

### **General Responsibilities:**

The Technology Designer (Designer) is responsible for and will be held accountable for the accurate and timely completion of assigned projects, ensuring that those projects are designed in accordance with industry codes and standards, client specifications, and local codes, on time and within both time and construction budgets. The Designer is also responsible for the preparation of final design and construction drawings. The Designer works in conjunction with the Project Manager, Engineers, and the Construction Administration Specialist in the performance of work required to meet or exceed client and company standards and expectations, as well as communicating any identified deviations from standard in a timely manner, errors or omissions observed on the project, and/or other situations that deviate from the approved plans. The Designer is also expected to identify opportunities for improvement within each project, including potential work scope increases.

### **Specific Responsibilities:**

There are six major phases in the completion of a project. The specific accountabilities and responsibilities for this position are detailed below for each of those phases.

#### Proposal Phase

- Provide input on an as-requested basis

#### Schematic Phase

- Generate design options and perform cost analyses of the options
- Provide input to the Client to aid in their selection of the preferred design scheme
- Prepares sketches needed for the project
- Participate in the in-house review of final report
- Prepares both the draft report and the final report

#### Design Development Phase

- Provide input on the overall project schedule
- Develops a complete drawing list
- Sets the project up in AutoCAD or Revit
- Selects additional design team members where needed
- Starts the design development project plan
- Conduct design check for compliance with applicable codes
- Creates engineering calculations and drawings
- Creates outline specifications
- Conduct preliminary Civil and Agency coordination
- Perform internal DD design and Interdiscipline Coordination
- Complete final DD design
- Conduct final design QC and verification
- Support Project Manager in final Design Development review and approval

#### Construction Document Phase

- Complete drawings and calculations
- Conduct Interdiscipline coordination
- Complete specifications



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- Perform the review between disciplines
- Resolve any Agency review comments
- Resolve any owner comments

### Bidding Phase

- Issue bid documents
- Answer any bidder's RFIs
- Perform review of substitution requests
- Issue revisions resulting from the pre-bid meeting
- Issue full set of construction drawings (first full conformed set).

### Construction Administration Phase

- Maintain a complete conformed set of drawings
- Conduct reviews of submittals
- Assist in reviewing contractor RFIs and determine whether drawing revisions are required
- Issue design drawing revisions
- Assist in determining whether design add service is required
- Assist in resolving final punchlist items
- Prepare final as-built drawings
- Participate in the project completion review

### Key Competencies

These requirements are representative, not all-inclusive, of the knowledge, skill, and ability required to successfully perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Specific expertise in:
  - Current Technology design
  - AutoCAD software
  - Revit software
  - Basic level proficiency in Vantagepoint CRM System
- General knowledge in:
  - General Engineering principles
  - Architectural knowledge.
  - Structural knowledge
  - Construction practices
  - Vantagepoint CRM



## TECHNOLOGY DESIGNER JOB DESCRIPTION

- Demonstrated ability to:
  - Successfully manage and deliver design projects
  - Review and understand schematic and architectural drawings
  - Manage and meet deadlines

### **Education and Experience**

- Degree in Electrical Engineering, Engineering Technology, other technical education or equivalent technical experience
- RCDD accreditation or ability to acquire.
- CTS-D is a plus.
- Comfortable reading and understanding blueprints
- Proficient in Microsoft Office and general computer software
- Strong leadership and management skills
- Solid organizational skills including attention to detail and multi-tasking skills

### **Knowledge, Skills and Abilities**

- Ability to explain complex processes to laypeople
- Maintain knowledge of the latest building technology trends
- Strong positive communication and team-building skills
- Ability to foster and engage in collaborative work environment
- Ability to follow up and ensure execution of company direction
- Strong work ethic and "Can Do" attitude
- Adaptability and ability to change

### **Specific Technical Competencies**

- Telecommunications Design
- Security, Access Control, and Intrusion Detection Design
- Audio/Video Design

### **Other Job 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.

This is a Full Time, exempt (Salary) position