



Created on 6/15/2007 10:26:00 AM

## **JOB DESCRIPTION: DESIGN ASSOCIATE**

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

You will actively participate in the design of high-end residential remodeling projects, through interaction with the clients and other team members. The purpose of your designs shall be to fulfill the client's needs and wishes by applying good design principals within the constraints of a reasonable budget, while being sensitive to the existing structure and surrounding community. You will also provide administrative support to the project team, by developing working drawings and written documentation necessary to execute remodeling contracts, obtain building permits, and manage the project through to completion. Your position is extremely important, as you become the central point from which all design information pertinent to the project originates. The success of the project and satisfaction of the clients rely critically on your attention to detail.

### **Your Direct Supervisor is:**

you will report to Jay Van Deusen and each project's salesperson.

### **Specific Duties**

#### **1) Document existing conditions:**

- a) Collect and maintain job specific data to include, but not limited to; existing project conditions/dimensions, plans, specifications, selection/finish schedules, and other pertinent project data. Review/analyze for accuracy, and distribute to the appropriate team members. Participate in site visits with the appropriate team members and/or client as needed to collect site specific data. Photograph, measure, and document all existing conditions as they relate to the project.

#### **2) Site Restrictions**

- a) Review location survey from client or contract to have another location survey completed by our Surveyor. Locate pertinent items in the area adjacent to the potential work area. When appropriate, verify grading with production as it relates to steps in the foundation, topography around the proposed building.
- b) Verify setbacks for front, side and rear yard setbacks from Town or County zoning officers. Check for easements. Present this information to the appropriate team members to review prior to proceeding with the planning and design phase of the project.
- c) Verify community restrictions for prospective projects to include, but not limited to; zoning guidelines, community guidelines, neighborhood guidelines, with historic preservation organizations, and other governing agencies and organizations with input specific to the project.

**The Van Deusen Construction Company, Inc ▪ 323 Williams Street ▪ Suite A ▪ Bel Air ▪ Maryland ▪ 21014**

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Maryland Home Improvement Commission # 33455 ▪ Maryland Home Builder # 604

- d) Obtain final approvals from zoning departments, architectural review boards, neighborhood review committees, and other governing agencies as needed.

### **3) Design Development:**

- a) Participate in design meetings with the appropriate team members and/or clients as needed to develop and refine the project design. Take direction from sales in creating solutions to the client's problems; take design direction from head of sales in creating new space in the client's home; take direction from production in finding alternatives that may provide savings for the client.

### **4) Project Development**

- a) Produce presentation and working drawings for the project using Chief Architect. Final working drawings will include existing/demolition floor plans, proposed floor plans, elevations, perspective views, cross-sections, framing and structural details, electrical plans, mechanical plans, and other details as needed to properly convey the extent of all work involved in the project.
- b) Use Chief Architect to its fullest potential, showing clients what alternatives that may be available and allowing the full documentation of the project to be graphically represented for production to build the project correctly.
- c) Our goal is to provide relevant information in a familiar, professional looking set of plans with out spending inordinate amounts of time on each project. Create standard "boilerplate" construction details, standard "boilerplate" specifications,
- d) Provide drawings to engineer or fabricator as needed to size any beams, or floor systems needed in the project. Designer should have a degree of familiarity to work with code requirements for floor joist sizing, and nominal beams, etc.
- e) Code Issues should be address for life safety, etc.

### **5) Cost Development**

- a) Participate in pre-bid meetings with the appropriate team members, vendors, and specialty trade contractors. Provide clarifications of plans and specifications, and collect recommendations/feedback from appropriate parties for incorporation into the final plans, specifications, and contract documents.
- b) Maximize the 'build-ability' of the project by interacting with the Production Manager and Estimator to insure the project can be built in the clients budget range.
- c) Clearly define all areas that are 'touched' during construction, both to the interior and the exterior of the building.

### **6) Selection schedules**

- a) Produce selection schedules using Microsoft Excel. Selections schedules shall include all products and finishes that the client will need to select. These selections typically include electrical fixtures, plumbing fixtures, tile and stone materials, appliances, etc.
- b) Include a memo to the client outlining the due dates of all pertinent selections.

- c) Assemble these documents along with product literature, cut-sheets, samples, and other pertinent information for review by the client.
- d) Track the status of all selections, making sure that the client completes their selections in a timely manner. Keep the client, appropriate team members, vendors, and specialty trade contractors apprised of the status of all decisions and changes. This will be completed with the salesperson for this job.
- e) Building the documentation of the project will require good organization and computer skills to document each project in our computer project directory.
- f) Maintaining our selection materials in the office, and on line.

## **7) Contract Development**

- a) Assist the appropriate team members with final pricing and contract preparation as needed to secure the construction contract.
- b) Define and quantify materials and selections to be used in the final pricing estimate. Prepare final plans, specifications, and contract documents; ready for presentation and acceptance by the client.
- c) Upon client acceptance of the construction contract, prepare the project binder to be passed to the production team. Place all documentation under the appropriate tab within the project binder. Make sure that all documentation is the most recent version (we do not want team members to work off of an older version of the documents, but we may want to keep these documents as a paper trail). Place any historical documentation under the “miscellaneous tab”, with a line drawn through each page.
- d) Update all information as requested by appropriate team members, due to changes or modifications throughout the design and construction process. Contact the clients, team members, vendors, and specialty trade contractors as needed to collect and assemble this information in a timely fashion. Distribute additional copies as needed to clients, team members, vendors, and specialty trade contractors.

## **8) Marketing Component:**

- a) Complete before and after pictures for creation of award entries at our local HBA, Chrysalis awards, Cody Awards, etc. Ability to graphically present these projects to show dramatic improvements and creative solutions will be important. Should be able to have good writing and descriptive skills for project descriptions, etc.
- b) Creation of a portfolio for use in sales and internet web marketing, as well as coordination of job site photography for promotional purposes.

## **9) Position Requirements**

- a) Detail oriented and highly organized.
- b) Knowledge of general office procedures.
- c) Good technical writing and graphical presentation skills.
- d) In-depth knowledge of residential construction procedures and details.
- e) Computer savvy individual:



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- i) Skills should include effective use of architectural cad, word processing, spreadsheets, and contact management software. We use Chief Architect, Microsoft Word/Excel, and Act Contact Management software. Knowledge of these specific software packages along with a general knowledge of computer maintenance and networks is desirable.

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**Applicant/Employee Signature**

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**Date**

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**Supervisor's Signature**

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**Date**

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