

Summary Plans, designs, and furnishes interior environments of residential, commercial, and industrial buildings by performing the following duties.

Duties and Responsibilities: Provides project management for interior design portions of projects while ensuring project schedules, budgets, and client expectations are met. Coordinates efforts between clients, team members, architects, engineers, and contractors while working with minimal supervision and guidance. Confers with clients to determine architectural preferences, purpose, and function of environment, budget, types of construction, equipment needs, and other factors which affect planning interior environments. Integrates findings with knowledge of interior design and formulates designs to be code compliant, functional, esthetic, and to meet the health, safety, and welfare needs of the public. Develops/coordinates the design of the interior having significant input on interior architecture, space planning, and lighting needs. Coordinates finishes, reads, interprets, and produces construction documents/specifications and furniture/fixture/& equipment plans/specifications. Provides supervision and coordination during construction administration. Works on projects related to offices, retail, schools, sports facilities, health facilities, churches, and other structures.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelors degree from a 4 year FIDER/CIDA accredited college or university and four years related experience and/or training; or equivalent combination of education and experience.

Language Skills Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills To perform this job successfully, an individual should have knowledge of Revit design software; Internet software, Project Management software, and Microsoft Office Suite software.

Certification, License, or Registration: NCIDQ Certification

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a temperature-controlled office setting. On occasion, the incumbent will be required to visit construction worksites, travel to client and training locations, or travel for presentations in all weather conditions. The noise level in the work environment is usually moderate.