



## Job Description – Fox Home Innovations

Job Title: Designer

Report To: Sales Manager

Effective Date: TBD

### **Position Summary:**

The Designer is the face of the entire Design Experience; reporting directly to the Sales Manager, this position's main responsibility is to complete all aspects of the FHI Design Process up to the production handoff.

### **Qualifications:**

- 4-year college degree in design or related field.
- 1-year residential design experience relating to interior design preferred
- Creative imagination and practical understanding of construction.
- Good communication skills, personable with a sense of humor.
- Knowledge of Microsoft Word & Excel.
- Proficient in Chief Architect x11 or later preferred but will train the right candidate.
- Must have the ability to communicate both spoken and written word with appropriate grammar, spelling, and punctuation.
- Ability to communicate concepts, thoughts, and ideas both written and orally to others.
- A working knowledge of all trades associated with residential construction.
- A demonstrated ability to understand simple plumbing, heating, and electrical systems.
- An understanding of the Building Code as it applies to residential construction.
- A demonstrated ability to create, read, understand, and communicate through residential construction plan sets.
- A proven ability to manage people, trades, and customer relationships.
- Understanding of budgets/basic financials and willingness to communicate directly to clients and peers.
- Must have strong organization, communication, and project supervisory skills.
- Personal vehicle to get to and from worksite/showrooms and capable of transporting all necessary samples/materials.
- Mathematical and analytical skills necessary to do material take-offs and simple estimates.

### **Goals, Duties and Responsibilities:**

The Designer is an integral and vitally important part of the FHI team, with responsibilities to the client, the production, and sales departments. Additionally, their responsibilities extend to upholding the

reputation of the FHI name as well as designing projects that will have a profitable outcome for the company.

### **Designers Primary Responsibilities:**

- Always deliver an exceptional client experience.
- Complete all design stages of assigned projects including preliminary design, design development and handoff to production.
- Conduct initial client interviews and document clients design goals, hopes and dreams, and develop the scope of work needed to complete the project.
- Recommend finishes, fixtures, materials, appliances, and other miscellaneous items for each job. Assist the client in shopping at showrooms if necessary.
- Produce “as built” drawings, create imaginative and practical design solutions and prepare floors plans and elevation drawings for preliminary client meetings.
- Maintain current knowledge of construction codes and implement changes as required.
- Maintain up-to-date knowledge of design trends, cabinetry trends, building practices and technical applications, including design software.
- Continue to learn and study design and residential construction as it pertains to the Designer position. Utilize continuing education opportunities whenever possible to gain new knowledge and experience. Attend continuing education events as fit to continue working knowledge.
- Adhere to all design related standard operating procedures.
- Manage organization and ordering of all showroom-related items, to include the coffee bar area, beverage center, all design samples, and furnishings.
- Work with other designers and office staff to ensure that the showroom is opened, closed and staffed appropriately every weekday from 8am to 4pm.

### **Estimating /Design:**

- Ensure that client’s home is accurately measured and photographed for documentation of existing conditions by following Fox Home Innovations Measurement Procedures.
- Work with in-house Estimator to create clarity in all scope of work.
- Research specific items and materials as necessary to meet the varying needs of each client/project.
- Work with cabinet designers to complete layouts and elevations. On needed projects complete all cabinetry design work

### **Sales/Marketing:**

- Participate and potentially coordinate trade shows and other marketing events.
- Work as a salesperson in the design process to make the project exciting, resulting in a contracted project.
- Review designs as needed with Estimator for feasibility and initial cost studies.

- Assist with or manage as assigned showroom product lines and keep all materials neatly organized for use.

#### **Production:**

- Visit Job sites during production when necessary, to resolve issues that may have resulted from the original design.
- If needed supply information or assistance with change orders.
- Pass along all necessary project information in a complete and organized manner to Project Manager.
- Work with Estimator and Project Manager to manage the ordering of materials and verify inventory as materials are received.

#### **Administrative:**

##### *General*

- Participate in weekly FHI Meetings as required by agendas and appointments.
- Create necessary design procedures/processes for growth inside of the Design Department.
- Create Client and Office Project binders and assist with assembly of Production Binders.
- Provide phone back up, and office help as needed.

##### *Technology*

- Chief Architect
  - Manage design software and licenses as needed. Inform GM of any Design needs.
  - Develop working drawings to include electrical, mechanical, window and door schedules.
  - Create 3D architectural features accurately representing existing and new design plans and create color renderings of designs, as necessary. Perform 3D animation walkthroughs of design plans as needed with client.
- Buildertrend
  - Ensure that all CD's and design related documents are uploaded into the proper file in Buildertrend. Review and make sure all selections are finalized with clear detail.
  - Stay up to date on Buildertrend updates and be knowledgeable in software operation.

#### **Leadership:**

- **The Designer will embrace, support, enable and promote the FHI Core Values and Core Focus**
- The Designer will always maintain a positive attitude towards FHI, other team members, office staff, vendors/trades, and FHI customers.
- Support and promote all FHI policies, procedures, and initiatives in a positive manner.

- Bring any, and all, negative issues to the attention of the GM immediately. Aid in the solution of these issues.
- Ensure all non-employee vendors and trades maintain the highest regard for FHI when on our sites or communicating with our staff or clients.
- The Designer will lead by example.
- Consistently act with honor, dedication, and focus.
- The Designer will continually educate and improve both professionally and personally.
- Show an initiative to learn new skills, gain new information, grow creatively, and pursue continuous improvement.
- Provide encouragement, recognition, constructive feedback, and coaching to all team members.
- Resolve all conflicts in a manner which benefits all parties involved.
- FHI, whenever possible, will support all employees both professionally and personally through training, education, and a positive, healthy work environment.

I agree with this description of the work I am to produce as a Designer of FHI and to the level at which I am to perform my duties. Additionally, I understand that Fox Home Innovations, LLC holds the right to modify and change this job description at anytime.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Designer)