

JOB DESCRIPTION

Position/Title: DIRTT Designer
Department: BOLTT
Classification: Full-Time/Salary
FLSA Status: Exempt
Reports to: Executive Vice President/Principal
Direct Reports: None

Summary:

Assists the DIRTT sales and project management efforts by guiding the needs and ideas of the client from concept to factory order using their strong design background. Strives to delight our customers by providing solutions rather than products and achieve the company's mission of "Creating Great Places To Work".

Essential Functions:

- Attend client meetings as needed
- Guide the client to a DIRTT specific solution that will wow all stakeholders
- Participates as needed in the programming process to evaluate client needs and determine scope of work required
- Design the client's project using ICE® software, populating the DIRTT space from scratch or from a pre-designed AutoCad™ plan
- Create renderings and 3D fly-through deliverables
- Review and audit all production information and drawings for accuracy
- Organize and submit orders in conjunction with the Project Manager
- Be knowledgeable of all project details
- Work with Project Manager to ensure site measurements are accurate
- Finalizes and generates copies of all necessary drawings required for installation
- Ability to attend IIDA meeting and become involved in the design community

Knowledge, Skills, Abilities:

Good planning and organizational skills. Excellent oral and written communication skills. Able to identify and resolve issues and communicate creative solutions that are both beneficial to the clients as well as cost efficient for OfficeWorks. Ability to handle pressure, multi-task, and work extended hours in order to meet altered timelines. Knowledge of Microsoft Teams & Office; specifically Word, Excel, and Outlook. An understanding of interior construction including architectural elements, lighting, electrical, HVAC, and basic base-building knowledge. The ability to read construction documents and specifications. Hands on experience with AutoCAD and other 3D software, such as Revit, Sketchup, etc. Knowledge of industry standards and building codes. Ability to learn additional software programs that may be required by the company and/or its manufacturers.

Working Environment:

May need to adapt to internal and external environments based on the scope of the client's project and/or their facility. Personal protective equipment may be required for certain environments.

Physical Demands While performing the essential functions of this position, the employee is regularly required to talk, hear, sit, stand, and keyboard.

Qualifications: Bachelor degree in design or architecture. Previous experience working in an architectural and/or interiors firm. Previous knowledge of DIRTT's solutions including its layers and how they work together, as well as an understanding of how DIRTT is installed would be an asset. The ability to travel outside the US is a requirement.



Date: 10/12/21 *Job Descriptions are not intended, nor should they be construed to be an exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. They are intended to be accurate reflections of those principal job duties and responsibilities essential for making fair pay decisions about jobs.*