



Job Description – Fox Home Innovations

Job Title: Residential Designer/Architect

Report To: Lead Designer

Effective Date: TBD

Position Summary:

The Designer is the face of the entire Design Experience; reporting directly to the Lead Designer, 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 the Design or Architectural field
- 1-year residential design or architectural 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 Office Suite
- Proficient in Chief Architect x11 and/or related CAD program preferred, but willing to train the right candidate
- Strong understanding of proper English, spelling, grammar, punctuation, and word usage
- Ability to communicate concepts, thoughts, and ideas both written and verbally
- 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 relationships, both internally and externally
- Understanding of budgets/basic financials and willingness to communicate directly to clients and peers
- Must have strong organization 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. Additional 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, by using imaginative and practical design solutions and preparing 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.

Estimating /Design:

- Ensure that all projects are 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 as requested in trade shows and other marketing events.
- Work as a salesperson in the design process to make the project exciting, with the result being a contracted project.
- Review designs as needed with Estimator for feasibility and initial cost studies
- Assist with or manage showroom product lines and keep all materials neatly organized for use.

Production:

- Visit Job sites during production when necessary to resolve design issues that may come up.
- If needed, supply information or assist with change orders.

- Pass along all necessary project information to Project Manager in a complete and organized manner
- 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 Client and Office Project binders and assist with assembly of Production Binders.
- Maintain Showroom to provide excellent client experience
- Assist any walk-in potential clients with initial sales set up experience as outlined in the sales process

Technology

- Chief Architect
 - 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 negative issues to the attention of the GM or Human Resources 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)

Fox Home Innovation's Core Focus & Core Values

Core Focus: We Do It for The People- Our Culture, Client Experiences and Community

Unequaled Client Experience

-Clear Communication & Expectations -Personable & Empathetic, -Attention to Detail

Lasting Relationships

-Treat others the way that THEY want to be treated. (The Platinum Rule) -Willing to learn and adapt - Loyal & Trustworthy

Work Ethic

- Skilled Craftsmanship at all levels - We do what we say we will do. - Organized & Consistent - Don't screw the next guy

Tackling Adversity with Positivity

- Own it -Take definitive action -"Calm seas don't make for good sailors"

We Grow and Have Fun Together

- Always learning -We Are a Team - Excited about the future