

## **JOB DESCRIPTION OF SENIOR DESIGNER**

### **Experience:**

Prefer five years project experience, fluent with AutoCAD, SYN AUD CON, and similar industry seminar training.

### **Job Skills:**

Accuracy and fact finding.  
Prolific in correspondence and drawings

### **Personal Skills:**

Communicate effectively both in a written and verbal manner with management and subordinates.  
Communicate effectively to all related trades as well as to the customer.

### **Knowledge/Education:**

Bachelor's degree in electrical /mechanical engineering, or architecture/construction.

Possess a fundamental knowledge of:

### **Career path:**

### **Responsibilities:**

Properly initiates projects (establishes scope of work, drawing schedules, files, and establishes a design team).

Coordinates with architect, designer, client, and associated consultants to arrive at detailed decisions regarding the project.

Conducts weekly Design group meetings.

Maintains a schedule log of all current projects monitoring up to date information of progress.  
Conduct turn over meetings.

Presents well-defined, organized material to the project management team.

Overall responsibility for appearance of Design Group.

Executes timely disciplinary action when required; understands and uses policy manual's listing on these matters.

Hires and/or terminates design personnel

Recommends Design personnel salary increase/decrease to management.

Maintains high morale.

Seeks out and promotes sales opportunities at all times.