

# Technical Manager

## EDUCATION

Professional accredited degree in Interior Design or Architecture

## EXPERIENCE

Minimum of 8 years in the Commercial Interior Design with emphasis on Construction Documentation, detailing, coordination, and code analysis

**LICENSE:** Must be licensed in State of Texas

## PRODUCTIVITY

90% (4-6 hours per week unbillable)

## OBJECTIVE

The Technical Manager demonstrates strong leadership skills in order to multi task project Construction Document deadlines, plan reviews and code research. Demonstrates proactive and timely communication with internal project team and consultants. The Technical Manager assists the Technical Director with continual review and maintenance of Interprise construction document specifications and standards as well as drafting standards. The Technical Manager assists with training of the staff of standards, new code introductions and interpretations, etc.

## JOB SCOPE/ESSENTIAL FUNCTIONS

- Strong leadership, organization, and communication skills
- Strong skill to multi-task multiple projects and deliverables
- Advanced knowledge and capability to produce Construction Documents
- Advanced knowledge of building and accessible codes for commercial interior projects
- Quality reviews of space plans, pricing plans and construction documents as directed by the Technical Director.
- Effective verbal and written communication skills
- Problem solving skills, attention to detail and self- starter to improve and better the deliverables
- Self-motivated leader - effectively and proactively communicates to project leads and project teams the internal deadlines for completing projects
- Assists with gathering all information prior to CD kick off meeting from the Design Development phase, such as hardware functions and specifications, lighting, and plumbing specifications, etc. required to complete the set
- Mentor junior staff for the technical aspects, coordination, thoroughness and completeness of construction documents and specifications.
- Mentors staff responsibility for oversight in documents

# INTERPRISE

- Proven history of Construction Administration skills and mentor staff on Construction Administration skills.
- Participate in presentations for business development and lead project presentations
- Cultivates and maintains a positive working relationship with clients, internal team members and consultants
- Proactively identifies ways of improving deliverables, method of preparing deliverables etc.
- Proactively identifies ways to improve team communication, performance, and morale
- Demonstrates desire to improve professional growth through attending industry functions, CEU, suggesting and leading training classes for studio, etc.
- Assists Technical Director, Project Directors and Project Managers as needed in estimating hours, deliverables, and time for their use in preparing fees for projects
- Accountable for profitability of their efforts on projects and clearly communicates the time to complete the project and makes the Technical Director, PD or PM aware of any issues that will affect completing the project on time and within the agreed upon time frame

## **JOB TASKS**

- Field verification and training of staff on field verification procedures and protocol
- Pricing Plans
- Construction Documents
- Competent/proficient understanding of Interprise construction document standards
- Assists Technical Director with standard details, specifications and standards.
- Follow and mentor Filing Standards and procedures
- Proven understanding of Interprise construction document standards
- Construction Administration
- Space plan, pricing plans and construction document reviews

## **MINIMUM REQUIREMENTS FOR PROMOTION**

- Proven demonstration to perform Director level job description
- Proven ability to handle more projects and maintain project integrity

## **SUGGESTED PROFESSIONAL GROWTH**

- Join a professional association and attend meetings
- Attend CEU classes
- Suggest training topics for INTERPRISE
- Lead training classes or a topic at Studio Team Meetings

## **PROGRAMS**

- AutoCAD
- Revit