



## **DESIGN MANAGER JOB DESCRIPTION**

### **Job Responsibilities include but are not limited to:**

- Coordinate with Sales and Construction Operations Manager to review scope sheet, verify schedule and design requirements
- Schedule design based on pipe on job and schedule requirements
- Ensure projects are assigned to appropriate design team members
- Ensure all required plans and CAD files are received and provided to designer assigned to project
- Schedule pre-design meeting with the designer, sales and Construction Operations Manager
- Ensure quality management throughout construction design process
- Responsible for communication and status reporting to design team members, customers and management
- Manage team of designers providing leadership, training, mentoring and coaching
- Provides responsive, concise, accurate and professional support to all customers and other personnel and ensures timely follow-up on all customer concerns and issues.
- Actively participates in turn over meetings, design meetings, post job meetings, and weekly department meeting.
- Attends inspections as licensed representative, as needed
- Perform site surveys and train team member on proper site survey process
- Ensure proper safety procedures and use of equipment
- Perform quality checks on drawings through head layout, pipe layout and pipe size review meetings with designer and sales and Construction Operations Manager
- Perform field checks and site visits as needed
- Manage design team's workload and obtain branch office and/or subcontract support as required
- Oversee subcontract designer's work and ensure deadlines are being met
- Build relationships with customers, sales and operations teams
- Design review and approval of all drawings prior to submittal
- Review and approve all resubmittals, track rejection comments
- Upon submittal approval, ensure designers provide final listings and complete foreman prints prior to pipe on job date
- Know local codes & AHJ requirements within local jurisdictions
- Manage commitment dates to ensure they are met; communicate to appropriate team members if commitment date is at risk of being missed
- Assist with recruitment and interviewing of possible design candidates
- Review design team timesheets for accuracy and approval
- Ensure designers are reviewing project changes during design phase and notifying operations team regarding impact



- Provide awareness to sales and operations team when there is an increase in scope or headcounts from original estimate
- Assist with design in order to maintain commitment dates, as required
- Recommends improvements in project management procedures and overall company business practices
- Other duties as assigned

### **Knowledge:**

- High School diploma or GED is required
- NICET Level III in Water-Based Systems

### **Work Experience:**

- 10+ years of experience in Fire Sprinkler Systems design.

### **Skills and Competencies:**

- Excellent written, verbal and presentation skills
- Detail oriented with excellent organization skills
- Proficient in working with Microsoft Office Products including Word and Excel
- Proficient in PDF creation
- Must have valid state driver's license and good driving record
- Proficient in MS Office, AutoCAD, and HydraCAD or equal design software Hydraulic Calculations knowledge and understanding.
- Capable of supporting and mentoring team members
- Proficient in interpreting and applying applicable local AHJ as well as NFPA standards and Building codes.
- Proficient in reading and interpreting construction documents.
- Must demonstrate ability to manage a team.
- Must able to work on a construction job site.

### **Physical Requirements**

- 75% Office Setting, including sitting, some bending, some lifting, walking and viewing
- 25% driving

### **ACKNOWLEDGEMENT:**

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.



Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_