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Job Title: Designer

Reports To: VP

Job expectations:

- a. Analyze building codes, by-laws, space and site requirements, and other technical documents and reports to determine their effect on architectural designs.
- b. Operate computer-aided drafting (CAD) equipment / software or conventional drafting station to produce designs, working drawings, charts, forms and records.
- c. Draw rough and detailed scale plans for foundations, building and structures, based on preliminary concepts, sketches, engineering calculation, specification sheets and other data.
- d. Matching the client's wishes with a knowledge of what will work best and presenting proposal to clients.
- e. Establishing general landscape requirements with clients.
- f. Create freehand drawings and lettering to accompany drawings.
- g. Prepare colored drawings of landscape for presentation to client.
- h. Preparation of costs estimates and contract proposals.
- i. Contacting manufacturers and suppliers.
- j. Provide accurate information in bid packet to assist administrative assistant
- k. Reproduce drawings on copy machines or trace copies of plans and drawings using transparent paper or cloth, ink, pencil, and standard drafting instruments.
- l. Coordinate new jobs with install account manager, site visits, and final walk through at job completion.
- m. Have extensive plant knowledge.
- n. Produce sales.

- o. Establish and maintain interpersonal relationships.
- p. Compliance with standards.
- q. Customer satisfaction.
- r. Understand environmental conditions
- s. Must be competent and knowledgeable in operations policies and procedures.
- t. Must be willing to work in excess of 40 hours per week and some weekends.
- u. Accurate and timely analysis of a variety of data.

Education/Experience:

- a. Bachelor of Landscape Architecture preferred or Five (5) years minimum experience in landscape design required.
- b. Regional familiarity in horticulture and landscape construction implementation.
- c. AutoCAD experience a plus.

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