

Davitt Design Build, Inc.

Exempt Position Description

POSITION TITLE: Kitchen Designer

REPORTS TO: Director of Production

POSITION SUMMARY

The Kitchen Designer will work as a part of our design team and will be responsible for all functions of kitchen design, including client meetings, on-site visits, and the preparation of designs, quotes, invoices, special orders, and purchase orders. This position will work closely with the Project Managers to coordinate deliveries and installations.

PRIMARY DUTIES

1. Assists Architect and Project Managers in the design of high-end kitchens and bathrooms for new construction residential homes and remodeling projects. May also produce artistic drawings to communicate design ideas to clients.
2. Produces 20/20 design drawings from schematics for use in estimating and client meetings.
3. Visits the construction site for various field measurements.
4. Responsible for quoting and ordering final designs with supplies in accordance with construction schedules.
5. Responsible for receiving, inspecting and troubleshooting returns as necessary.
6. Coordinates drawings with interior designers, architects and project managers.
7. May attend meetings with clients occasionally during the design process to ensure drawings reflect clients' desires, project objectives, requirements and budget to ensure acceptance of final plans.
8. Assists Project Manager with any unforeseeable concerns during construction phase.
9. Uses project management software to schedule all required design activities into logical, specific steps, budgeting the time required to meet established deadlines and budgets.
10. Reviews catalogs, industry publications, directories, and trade journals and conducts research on manufacturers and material on the Internet, to determine trends in materials. Identifies and makes recommendations regarding new products and materials.
11. Keeps all team members apprised of the progress and any changes to the kitchen plans.

ACCOUNTABILITY

1. Has a professional demeanor and appearance and is able to work with design team, including outside architects and homeowners.

2. Timely, accurate, code compliant building plans that match estimates.
3. Keep current with materials, installation techniques and architectural building codes and trends.

TYPICAL REQUIREMENTS (MINIMUM)

Education/Experience

1. Two years 20/20 experience with a demonstrated portfolio in residential kitchen design.
2. Experience with Chief Architect preferred
3. Have the education and familiarity with different manufacturers of cabinetry, appliances, counter-tops, moldings, and millwork.