

Position	DESIGN MANAGER
Reports to	PROJECT DIRECTOR
General Description	The Design Manager (DM) will be responsible for assisting the Project Director (PD) in the coordination, and performance of the team in achieving the client's overall objectives. The DM works under the direct guidance of the Coordinating Registered Professional (CRP), Project Architect or Engineer, (AoR or EoR) and will assist in facilitating the conceptual design and design development process. They are also responsible for directing the transformation of designs into working drawing documents.
Essential Characteristics	As well as having design and technical expertise, the incumbent must demonstrate an aptitude for client management, leadership, organizational and business skills required to manage a project. The DM must have a good understanding of the complete interactive relationships of all design disciplines. The successful candidate requires motivational skills and communication skills for interacting with Clients, City Officials, Project Directors, Design Team Leaders (DTL's) and other team members.
Duties	<ul style="list-style-type: none"> <li>Responsible for understanding the client's facility needs, addressing both functional, technical and aesthetic requirements</li> <li>Assists PD and/or the CRP in the development of conceptual designs</li> <li>Responsible for the transformation of conceptual designs through design development and directing the production of building permit and construction work drawings</li> <li>Researches zoning, bylaw and code requirements and ensures their integration into design and working drawings</li> <li>Liaises with municipalities regarding permitting and bylaw issues</li> <li>Responsible for the preparation of specifications and tender documents</li> <li>Conducts on-site field reviews</li> <li>Prepares all supplementary instructions, contract notices and certifications for review and signature by the Architect or Record / Engineer of Record / Project Director</li> <li>Monitors site activities with internal or external construction managers to ensure projects remain on track with respect to schedule and budget</li> <li>Monitors budget against Job Opening Form and Monthly Control Report and apprises PD and DTL of budget status.</li> <li>Educates and mentors design staff</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Demonstrated expertise in technical, design, production and advanced contract administration services</li> <li>Advanced design knowledge of all design disciplines and construction relationships on projects</li> <li>Provides solid organizational skills to the project team</li> <li>Excellent client management, interpersonal and written communication skills</li> <li>Demonstrates enthusiasm, professionalism and trustworthiness, and the ability to garner confidence from the team and our clients</li> <li>Experience with Municipal approval process</li> <li>On-site field review experience</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>7 to 10 years experience in a design consulting and construction environment</li> <li>Demonstrated experience / expertise in all phases of a project, particularly design development, construction document coordination and contract administration</li> <li>Client liaison experience essential</li> <li>Demonstrated experience in dealing with contract administration and field review issues</li> <li>Minimum 5 years of industry specific experience would be an asset</li> </ul>
Required Education	<ul style="list-style-type: none"> <li>University graduate from an accredited architectural / interior design programme or a combination of Architectural Technology or Interior Design diploma with 10 years work experience.</li> <li>Preference will be given to candidates who are recent MAIBC's, or R.I.D.'s, or Senior IA-AIBC's/AT-AIBC's /A.ScT.'s</li> </ul>
Compensation	Compensation is negotiable and will be commensurate with experience. Omicron also offers a comprehensive benefits program, bonuses, as well as education and opportunities for advancement.

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Application Process:	<p>Interested candidates should forward their resume with covering letter, stating salary expectations to:</p> <p>Jim Louie, Senior Recruiter, Human Resources Fax: (604) 632-3351 / Email: <a href="mailto:careers@micronaec.com">careers@micronaec.com</a></p> <p>Please note only those short listed will be contacted for an interview.</p>
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