



Job Title: Design Manager
Department: Design

Reports to: General Manager
Last Updated: July 13, 2022

Job Summary: The CEI Design department is responsible for the creation of the custom architectural facade systems and features of projects at CEI. The role of the Design Manager is to oversee the department's work and ensure that quality and accuracy are maintained through the process. These responsibilities include: Managing the Resources of the Design Department and its personnel; working closely with the Production and Project Management departments to coordinate resources and schedules; assist in managing the design budgets of projects as they flow through CEI; and facilitate the development and testing of processes and products within the design department.

Essential Functions:

- Direct and manage 10+ design team members, both onsite and remote staff.
- Accomplish department objectives by managing, planning and evaluating department activities and staff.
- Maintain schedule for the Design team ensuring appropriate completion dates on all projects, ensuring projects are on schedule.
- Solving diverse and open-ended design problems as it relates to all areas of design.
- Attend, host, and coordinate design departmental meetings.
- Interface with Production Manager and staff in coordination of job schedules.
- Provide technical product assistance to the design department, as needed.
- Troubleshoot design related production problems with Quality Control, Project Managers, and Design staff.
- Motivate and encourage internal and external design team.
- Assist HR Manager in the hiring process, including evaluation of resumes and conducting interviews.
- Plan, organize and implement new hire training.
- Responsible for the administration of timekeeping and tracking absenteeism for all design staff.
- Work in conjunction with Project Management staff to oversee the creation of submittal drawings and final fabrication drawings in accordance with the project schedule and budget.
- Provide assistance to Project Management staff with details and design ideas to improve project conditions or installation.
- Maintain direct and frequently interface with other departments to insure consistency throughout the organization.
- Mentoring of less experienced Engineers and Designers as needed.
- Other duties as assigned by supervisor.

Knowledge Skills and Abilities:

- Exceptional organization skills and good attention to detail
- Problem solving ability
- Exhibit character and work ethic consistent with the CEI culture
- Ability to work in a fast-paced environment, while producing desired results and making informed decisions.
- Computer applications skills including Revit, AutoCAD, Microsoft Programs, Bluebeam, and Internet Use



Working Conditions: General office environment, 85%. Shop Environment 15%. Involves significant time sitting and working at a computer keyboard and on the telephone. Also involves walking, stooping, and bending. Required to follow the shop PPE requirements.

Minimum Qualifications:

- Bachelor's degree in design architecture or equivalent related experience
- 10+ years' experience in building, design and construction industries
- 5+ years' experience leading and managing a team of 5+ direct reports
- Extensive Revit and AutoCAD experience
- Proficient in the use of Microsoft Office software (Excel, Word, etc.) as well as, PDF software (Bluebeam, Adobe, etc.)
- Strong ability to read and interpret contract documents such as architectural drawings, specifications, supplemental instructions, etc.
- Proficient with 3D modeling software such as Rhino, Inventor, etc. is a plus, but not required
- Experience working with laser scanning technology and point cloud data is a plus, but not required

Success Factors:

- Customer Commitment
- Accountability from the Top-Down
- Respect for each other
- Integrity and Honor
- Top Notch Quality
- Growth through Innovation

Email your Resume to [Angie Kennedy](#), HR Manager