

*Code: 4428*

*Title: INTERIOR DESIGNER – FACILITIES MANAGEMENT*

**SUMMARY:** Assists in researching, investigating and applying interior design standards for new construction, remodeled and tenant improvement projects. This classification is distinguishable from the Design Specialist classification by its emphasis on the spatial and ergonomic design of interior environments using furniture, fixtures, equipment and other materials.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assists in researching, investigating and applying interior design standards for new construction, remodeled and tenant improvement projects under the management and operational control of the Facilities Management Department;

Conducts research on manufacturing processes, product design, performance characteristics, specifications and durability and makes recommendations for adoption into the County's design standards;

Investigates, identifies and documents the interior design needs and requirements of clients;

Analyzes the needs and requirements, proposes options and works with clients in developing specific solutions;

Develops design documents including contract-working drawings, specifications and budget estimates using PC-based productivity software programs and the Construction Specifications Institute (CSI) format;

Conducts research to determine applicable building codes requirements, State and Federal guidelines and other regulatory issues pertaining to the internal design component of projects;

Coordinates and participates in design projects performed either in-house or by outsourced contractors;

Participates and provides guidance to staff involved in the procurement of labor, materials, furniture, fixtures or equipment in compliance with the Pima County Procurement Code and established County design standards;

Establishes and maintains project files including verbal, written or graphic communications needed for compliance with Pima County Policies or department guidelines;

Reviews and approves project invoices for conformance to specifications and payment;

Maintains current project budgets for periodic reports.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of interior and/or architectural design including aesthetics, psychology of space planning and ergonomic considerations;
- interior construction practices including building systems and their components, building codes and standards, equipment, materials, furnishings and working drawings/specifications;
- contracting practices relative to the construction industry;
- facility operations including maintenance requirements, traffic patterns, security and fire protection;
- aesthetics including sense of scale, proportion and form, color, texture, finishes, style and visual imagery;
- the effects of environmental and psychological components of space design and the effects that color, texture, space have on mood, alertness, etc.;
- practices and techniques of Computer Aided Drafting (CAD);
- principles, practices and techniques of developing construction cost-estimates.
- principles practices and techniques of project management.

Skill in:

- researching and applying the requirements of building codes, zoning ordinances, development plan regulations, product manual specifications and technical standards to develop and refine design parameters in solving the needs of the project;
- using CAD to review, create or modify design documents;
- writing Interior Design and Architectural performance specifications using CSI format;

- using computer-based productivity software tools such as word processors, spreadsheets and data bases;
- establishing rapport and effective working relationships with clients and co-workers.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college, university or professional trade school with a major in Interior Design or Architecture and two years of professional level work experience as an Interior Designer, Interior Design Assistant or Architect.

OR:

(2) Professional certification from the National Council for Interior Design Qualifications (NCIDQ) as an Interior Designer.

OR:

(3) Six years of professional level work experience as an Interior Designer, Interior Design Assistant or Architect.

(Two years of relevant experience may be substituted for candidates with an Associates degree in Interior Design)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a Valid Arizona Class D Operator License at the time of appointment and may be required to maintain a valid vehicle operator's license as a condition of continued employment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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