



DESIGN DEPARTMENT MANAGER JOB DESCRIPTION

The Bethlehem Construction, Inc. Design Department Manager will work with clients, consultants, and the Bethlehem Construction, Inc. project team throughout the design and construction process to design and draw construction documents for building permits and eventually construction. The Design Department Manager's responsibilities include:

- Prepare schematic drawings for potential projects Bethlehem Construction, Inc. is perusing.
- Coordinate with Bethlehem Construction, Inc. project teams regarding timelines, codes, costing, engineering, etc.
- Work with clients, consultants, and the Bethlehem Construction, Inc. project team to prepare precast submittal drawing for approval.
- Work with CAD Operators to prepare bed production drawing for precast members.
- Work with Project Managers to keep the design department producing drawings based upon priority and within the established timelines of each project.
- Train and manage design department staff (CAD Operators).
- Additional duties as assigned by the President, Vice-President, or Projects Managers of Bethlehem Construction, Inc.

Drawings for productions will be checked, signed and dated by both the Design Department Manager and Project Manager, and should be clear as possible to avoid any errors. Production shall be from checked and signed drawings only. Uniformity of drawings is the key to the quality of the product.

I have read the above and agree to perform according to this Job Description.

Employee's Printed Name: _____

Employee's Signature

Date