

# MCM.

## DOCUMENT

Job Description

## JOB TITLE

Technical Designer

## REPORTING TO

Project Director

## SUPPORTED BY

Studio Team

## OVERVIEW

The core activities outlined below represent an overview of the position of a Technical Designer and should not be seen as a prescriptive list of activities. The level of additional activities will vary depending on the demands of the core role. A flexible responsive approach is vital, together with initiative in identifying and focusing on what needs to be done in order to contribute to the achievement of business objectives and innovation in design.

## AIM OF THE ROLE

To produce high quality technical design information that is clear, accurate and on programme to include, but not be limited to, drawings, schedules and specifications. The information produced will develop from the proposals agreed with the client or as directed by MCM and/or project co-consultants. Additionally monitor the implementation of the design through the construction stage to ensure compliance with the agreed design and respond to specific site demands. Company policies and procedures must be adhered to in all activities.

## CORE ACTIVITIES

### Technical Design & Production

- Develop concept designs and detailed designs onto production information for co-ordination, tender and construction
- Have a working knowledge of the following packages:
  - Planning
  - Demolition
  - Builders works
  - Partition and wall
  - Doors
  - Raised access floors
  - Ceilings
  - Finishes
  - Sanitary
  - Signage
  - Building Control
  - Specialist joinery
- Produce working drawings. Including plans, elevations, sections and details
- Cross reference information between drawings, specifications and schedules
- Create schedules including door, sanitary and finishes schedules
- Dimension and produce setting out information

- Knowledge of materials; their qualities and applications to be able to specify them for construction appropriate to the project
- Knowledge of fabrication and construction of the above packages appropriate to the design and construction requirements of the project

## Consultants

- Actively participate in the co-ordination process and minute meetings
- Communicate directly with the other project consultants
- Co-ordinate the production information with the other consultant's designs

## Site

- Respond and manage contractor queries
- Independently participate in contractor and subcontractor workshops to review specific packages as noted under the Technical Design and Production section
- Monitor and report progress and quality on site
- Snag and de-snag and prepare the associated reports
- Regularly report to client
- Manage site change order process ensuring accurate recording to Project Leader or technical leader
- Attend site meetings as required to monitor progress of construction & respond to site variations
- A general working knowledge of site, as described above is not essential but an advantage

## Environmental

- An understanding of the selection of environmental material to be able to specify them for construction appropriate to the project
- An understanding of the requirements for recording and documentation of environmental material for the purposes of reporting for building assessment methods eg BREAAAM, LEED, Ska

## Quality Control

- Support review of all existing material, drawings and specifications with a view to instigating and managing quality control procedures within MCM
- Assist in development of office standards for production control, drawings and specifications etc
- Assist in development of office technical manual (CAD/other)
- Liaise with Project Leaders and assist in reviewing and checking of Production Packages
- Adhere and help maintain all MCM production protocols

## Team Responsibilities

- Project Planning
  - Ensure clear project reporting
  - Keep assigned Project Leader/Technical leader informed of project status
  - Involve Design Director at appropriate times throughout the project
  - Support resource within team ensuring all deadlines are met in accordance with project programme
- Team Control
  - Ensure project is documented and filed in accordance with MCM filing protocols
  - Support team performance to assure compliance with scope of works agreed

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## Additional Activities

- Participate in post-project evaluations to improve process
- Post occupancy studies
- Establish goals for project, consistent with scope of works agreed
- Understand management system
- Understand project programme requirements
- Help the design team keep client fully informed throughout the design process
- Attend MCM Seminars as may be of benefit to you in your role
- Provide marketing support and represent MCM Architecture at related presentations

## VALUES

### One Team - All Strong, All Different, All Supportive – The Same Goal

- Encourage freedom of individual expression
- Work together to achieve team goals
- We are accountable for our individual responsibilities first
- Put special effort into supporting each other to maximize potential
- Identify problems and resolve conflicts within the team
- Employ the power of positive peer relationships

### Passionate and Inspiring – Delivering with Compelling Enthusiasm and Creativity

- Don't just say, do: lead by example
- Demonstrate lateral thinking to solve challenges
- Experiment and be prepared to fail; we will support you
- Objectively listen to other people's point of view; challenge and suggest something different
- Debate and explore potential
- Discuss ideas and share what excites us

### Honesty & Integrity – Doing What's Right, Not What's Easy

- Openness in all our dealings
- We do what we say and when we say we'll do it
- We treat all fairly
- We listen carefully to understand and address the real needs of our clients within the framework of the contract
- We do not shy away from commercial discussions with clients when needed

### Pushing the Boundaries – An Entrepreneurial Spirit

- 'Can do' attitude
- Be adventurous and learn from mistakes
- Be passionate and inquisitive about what you do
- Challenge what's possible and be optimistic about the possible
- Empowered to challenge one and all
- Stretch ourselves in the pursuit of excellence

### Nurturing - Releasing the Potential of Our People

- Give honest and constructive feedback
- Support each other to achieve aspirational goals
- Recognise when colleagues are under pressure and offer support
- Actively encourage each other to push the boundaries
- Listen, hear and understand