



DESIGN TEAM LEADER (LICENSED) JANUARY 2023

REPORTS TO: DESIGN DIRECTOR

ACCOUNTABILITY EXPECTATIONS:

- Lead and manage all design and entitlement aspects of your assigned projects. Be 100% responsible and accountable for the projects you lead.
- Allow latitude for the design team to carry out their responsibilities relatively independently while personally remaining knowledgeable and accountable for the overall project(s).
- Be a problem solver. Provide recommendations and options to help solve problems.
- Ensure stewardship of and accountability for overall operational and fiscal integrity of the project.

LEADERSHIP EXPECTATIONS:

- Develop and maintain a visible and positive leadership role with our customers, consultants and within DBS Group.
- Lead and motivate each respective project team to work together to exceed customer expectations.
- Think beyond day-to-day design realities and nurture the customer relationship for future growth.
- Interact and collaborate with other DBS Group disciplines to establish best practice processes.

JOB RESPONSIBILITIES:

- Collaborate with the internal team, and external consultants, in the promotion and elevation of the DBS Group brand and reputation.
- Take an active role in the Lead Generation Program and the Human Resource Referral Program.
- Generate proposal information, and participate in customer presentations, on an as-requested basis.
- Collaborate with the project team to develop a project-specific strategy that will provide DBS Group with the best opportunity for successful contract award.
- Lead and manage the generation of varying levels of design information generated by internal design staff and external design consultants, including the following:
 - Master Planning and Code Evaluation.
 - Schematic/Conceptual Design Documents.
 - Preliminary Design Documents.
 - Design Development Documents.
 - Construction Documents.
 - As-Builts.
- Lead and manage Due Diligence Consultants, as follows:
 - Develop project-specific Request-for-Proposal (RFP) information for due diligence consultants – wetland delineation, geotechnical surveys, Phase 1 surveys, hazardous material surveys, environmental surveys, etc.

- Solicit project-specific proposals from due diligence consultants, with a goal of obtaining multiple proposals from qualified consultants.
- Receive, qualify (scope, price, schedule, etc.) and share due diligence proposals with the Owner, making recommendation(s) to the Owner regarding consultant selection(s).
- Coordinate the completion of due diligence consultant activities on behalf of the Owner, keeping the Owner apprised of due diligence activities.
- Lead and manage Owner design agreements, and associated design budgets, as follows:
 - Generate a project budget for each project, broken down by design discipline, suitable for Accounting.
 - Generate and execute project-specific design agreements between the Owner and DBS Group.
 - Generate and submit design pay applications on a monthly basis, and collaborate with Accounting to ensure timely funding of pay applications.
- Lead and manage Design and Engineering Consultants, as follows:
 - Develop project-specific Request-for-Proposal (RFP) information for design and engineering consultants – planning/zoning, civil, structural, architectural, interior design, refrigeration, plumbing, HVAC, electrical, fire protection, low voltage, etc.
 - Solicit project-specific proposals from licensed and insured design and engineering consultants, with an emphasis on soliciting design consultants that have experience/expertise in each respective project type.
 - Receive, qualify (scope, price, schedule, etc.) and make a recommendation to the internal project team regarding design consultant selection.
 - Generate and execute project-specific consultant agreements within a timeframe that meets project-specific budget and schedule requirements – do not allow any consultant to begin design work without an executed consultant agreement in place.
 - Code and submit project-specific design consultant invoices to Accounting.
 - Generate, execute and stay current with all Owner and Consultant Change Orders – do not proceed with additional Work without an executed Owner Change Order
 - Estimate required design change orders for assigned projects, and make all necessary adjustments to project design budgets and forecasting.
 - Monitor design budget financials, including bi-monthly forecasting with Accounting, and take proactive measures to correct deficiencies and improve project results via early intervention – communicate any identified deficiencies to your supervisor immediately.
- Lead and manage the entitlement schedule and process:
 - Collaborate with external design consultants and agency contacts to develop a comprehensive list of plan review approvals and project approvals required for each project – identify the process and duration for each required approval.
 - Collaborate with design consultants to identify design durations and phasing for each design discipline.



- Develop a comprehensive preconstruction schedule identifying the design and entitlement schedule for each project – utilize this information to collaborate with the internal team to generate a detailed, overall project schedule.
- Coordinate with design consultants to ensure timely generation, submittal and monitoring of applicable agency plan review approvals and permit approvals.
- Attend agency meetings as required to obtain agency plan approvals and permit approvals.
- Lead and manage general design coordination:
 - Facilitate programming with customers to determine functional and spatial requirements of new structures and/or renovations, and prepare information regarding design, specifications, materials, color and equipment.
 - Facilitate weekly design phase coordination meetings during the design phase, including preparation and distribution of meeting agendas and meeting minutes.
 - Collaborate with the project team regarding design assemblies & details that can impact constructability, means & methods, cost of materials & assemblies, lead times for materials and equipment, and project schedule.
 - Ensure the timely completion of design quality control reviews for all projects.
 - Collaborate with the project team regarding Value Engineering efforts required to achieve project budget goals.
 - Collaborate with the project team regarding the timely review, response and return of project-specific RFI's and submittals.
- Verify the level of customer satisfaction of our operations group as judged by our customers.

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

Educational and experience requirements: Minimum four-year Bachelor's degree in Architecture and minimum 5 years industry experience, with a minimum of 2 years of experience supervising design teams. The ability to obtain NCARB certification is a plus.

Excellent organizational skills and effective verbal and written communication skills essential.

COMMENTS:

Travel commensurate with assigned projects is required, which could require a travel commitment of up to 25% of your time.

Participation in local and regional organizations, as well as professional affiliations, is highly encouraged.