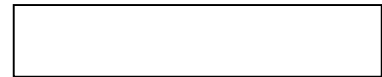


JOB DESCRIPTION



JB STEEL

P.O. Box 4460/190 N. Ross Ln
Medford, OR. 97501 (541) 773-7553

JOB TITLE:	DESIGNER II
REPORTS TO:	SENIOR ARCHITECT - DEPT. HEAD
COMPANY:	JB STEEL

Job Summary: Assists in the production of unique and individualized designs for a Design/Build construction company specializing in commercial and industrial buildings; provides support to Design Project Managers and Dept. Head

Management Responsibilities:

- May delegate clerical work to designated personnel
- May manage other staff personnel
- May manage outside consultants working on projects under their purview

Primary Job Responsibilities:

- Take project design prepared by others or created by his/her own hand and take to completion, either producing documents for preliminary approval by Owner and government authority, or producing complete construction documents with minimal errors
- Manage commercial/industrial construction jobs from concept to turn-key
- Prepare and review project designs
- Work collaboratively with Construction and Design Project Managers and Superintendents to complete job requirements
- Assign and coordinate projects with in-house designers and consultants
- Prepare rough sketches and final drawings by hand and electronically (AutoCad-Architectural Desktop)
- Identify and verify specifications to industry code and compliance standards
- Modify drawings, resolve discrepancies, update and document plans
- Use normal office equipment including blueprint copier, et al
- Maintain documents electronically on the company server
- Manage multiple projects simultaneously, setting goals for a project's specific phase document completion with other project staff and in consultation with Senior Architect
- Assigned projects will be whatever is required by office workload
- Coordinate projects with outside production consultants as requested
- Coordinate the work of in-house design staff with that of sub-consultants to ensure project documents are complete. This includes reviewing and correcting work of sub-consultants

Other Responsibilities:

- Build and maintain successful working relationships with owners/clients
- Keep Senior Architect informed of changes as they occur

Knowledge, Skills, and Abilities Required: (Education and Experience)

- Strong working knowledge of AutoCad software and recent versions
- Proficient with Microsoft operating systems and software (i.e. Excel, Word, Outlook, etc)
- 2-5 years experience in the design/construction field, specifically industrial and commercial construction which could include licensure/registration and/or a degree, although a degree is not required for this position

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Preferred Qualifications:

- Bachelor's Degree in Architecture, Construction, or related field
- Excellent engineering, analytical, communication and consulting skills
- Management, motivational, and organizational skills
- Bilingual in English/Spanish

Other Requirements:

- Valid Oregon Drivers license, insurance, and reliable transportation.

Physical Requirements:

The physical effort typically applied in this job includes (check all applicable boxes):

- | | | | |
|--|----------------------------------|------------------------------------|---|
| <input checked="" type="checkbox"/> Lifting | <input type="checkbox"/> Pulling | <input type="checkbox"/> Reaching | <input type="checkbox"/> Manipulating |
| <input checked="" type="checkbox"/> Carrying | <input type="checkbox"/> Pushing | <input type="checkbox"/> Shoveling | <input checked="" type="checkbox"/> Keying/typing |
| <input type="checkbox"/> Other (specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Whereas the following chart refers to lifting, any equivalent effort may be substituted):

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				X
Between 1 & 5 lbs.				X
Between 5 & 25 lbs.	X			
Between 25 & 60 lbs.	X			
More than 60 lbs.	X			

The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/> Normal	<input checked="" type="checkbox"/> Comfortable
<input type="checkbox"/> Stooping	<input type="checkbox"/> Bending	<input type="checkbox"/> Confined	<input type="checkbox"/> Challenging	<input type="checkbox"/> Uncomfortable
<input type="checkbox"/> Riding	<input type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Other(specify) Keyboarding/Computer		

MENTAL OR VISUAL DEMAND - Check the statement below that best describes the degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the essential functions of the job (please edit statement as needed to fit job):

- Frequent mental or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
- Continuous mental and visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
- Concentrated mental and visual attention; the work involves performing tasks to very close accuracy and quality specifications.
- Intense and exacting mental and visual attention; the work involves visualizing, planning, layout out, or otherwise performing very involved and complex work.

JOB DESCRIPTION

Working Conditions - The following charts indicate the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

Disagreeable elements incumbent would typically be exposed to in the work area:

- | | | | |
|--|---|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> Dust | <input type="checkbox"/> Dirt | <input type="checkbox"/> Heat | <input type="checkbox"/> Cold |
| <input type="checkbox"/> Fumes | <input type="checkbox"/> Noise | <input type="checkbox"/> Vibration | <input type="checkbox"/> Water |
| <input type="checkbox"/> Mold | <input type="checkbox"/> Other (Specify): | | |

B. Physical surroundings or conditions under which the job is typically performed:

- The job is performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
- Work is performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
- The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
- The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
- Work is continuously performed under extremely disagreeable working conditions; exposure too many objectionable elements are both continuous and intensive.

Equipment Used:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Computer | <input checked="" type="checkbox"/> Standard office equipment | <input type="checkbox"/> Standard Concrete tools |
| <input checked="" type="checkbox"/> Calculator | <input type="checkbox"/> Standard Carpentry tools | <input type="checkbox"/> Dump truck, or other vehicle |
| <input type="checkbox"/> Other (specify) | <input type="checkbox"/> Heavy Equipment | <input type="checkbox"/> Personal Protective Equipment |

FLSA STATUS - This identifies whether the position is eligible for overtime pay (Non-Exempt from the wage and hour law) or not eligible for overtime pay (Exempt from the wage and hour law).

NON – EXEMPT OR HOURLY POSITION

All employment is contingent on being medically and functionally qualified for the position. JB Steel is a drug-free workplace; all employees must pass a pre-employment drug screen to be eligible for employment. All employees must be eligible to work in this country. JB Steel is an **At-Will** employer. This job description is not to be construed as a contract. We reserve the right to employ at will. This means that employment can be terminated, with or without cause, and with or without notice, at any time at the option of the company or the option of the employee.

I hereby acknowledge and accept the above statement:

Employee Name	Employee Signature	Date
Supervisor Name	Supervisor Signature	Date
Human Resource/Name	Human Resource/Signature	Date
President/Officer Name	President/Officer Signature	Date