

DESIGN COORDINATOR

Division/Department	EnCon Colorado
Location	Denver, Colorado
Job Title	Design Coordinator
Reports to	Design Group Manager

GENERAL DESCRIPTION

Plan, schedule and supervise the production of engineering calculations and / or design drawings created from a Design Department Consultant or in-house design team, ensuring on schedule and accurate work, providing the most efficient and economical production and installation of the product.

RESPONSIBILITIES

- Overall control of drafting and coordination of assigned projects: perform checking and scheduling as required
- Prepare, monitor, and maintain time estimate and schedule of individual projects, with consideration of budget
- Ensure accuracy of work and adherence to Company standards and procedures
- Review plans, details, and specification and provide interpretation of the same
- Identify deficiencies and assist with a resolution
- Report project and personnel progress or consultant progress to manager at regular intervals
- Maintain and communicate accurate documentation of project history
- Direct personnel or consultant and monitor daily to assess progress to ensure efficient performance of the work
- Continually evaluate the progress of personnel and consultant performance
- Identify potential and maintain morale
- Assist in improving departmental efficiency and improvement
- Pursue professional development whenever possible

PERFORMANCE REQUIREMENTS

- Carry out assigned tasks with a professional demeanor reflected in excellent written and oral communication skills, listening skills, patience, analytical reasoning and problem solving abilities
- Display calm and a customer oriented attitude in fast-paced and sometimes stressful conditions and represent the Company in a professional manner
- Ability to meet timelines, milestones, deliverables and provide timely status updates as identified
- Communicate technical information verbally and in writing to technical and non-technical users

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.