

**Job Description**  
**Home Design Manager (Full-Time)**

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**1.0 JOB DESCRIPTION SUMMARY**

- 1.1 The fundamental responsibilities of the Home Design Manager are to effectively manage the home design team by promoting a team environment, developing the skills of team members, coordinating workflow, managing design projects, and review of completed drawings.
- 1.2 The home design team is responsible for architectural design and drafting of houses, and is not responsible for colour and material selections. Applicants should come from a background of architectural design (not interior design).

**2.0 REPORTING RELATIONSHIPS**

- 2.1 The Home Design Manager reports directly to and is fully accountable to the Vice-President, Operations.
- 2.2 Home Designers report directly to the Home Design Manager.

**3.0 REQUIREMENTS**

- 3.1 Requires a three-year diploma in architectural technology or a similar degree, and minimum 5 years' experience in residential architectural design.
- 3.2 Requires a thorough understanding of typical residential building techniques and Part 9 of the Ontario Building Code.
- 3.3 Requires BCIN certification in at least the following categories:
  - General Legal
  - House and/or Small Buildings
- 3.4 Prefers basic knowledge of the Ontario Electrical Code.
- 3.5 Requires ability to produce accurate & comprehensive working drawings that serve as detailed work instructions for new home construction.
- 3.6 Requires experience working with land surveyors, site & structural engineers, truss & HVAC designers to compile complete and thorough building permit applications.
- 3.7 Requires the ability to effectively manage a team of home designers.
- 3.8 Must be an outgoing & professional individual who is comfortable meeting new people and being in unfamiliar situations.
- 3.9 Must be able to instill confidence and inspire trust in our clients through confident presentation at meetings with clients of all ages & backgrounds.



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- 3.10 Must be organized with the ability to schedule time effectively.
- 3.11 Must possess excellent verbal and written communication skills.
- 3.12 Required Computer Skills

3.11.1 Must be proficient in:

- Softplan (primary design software used by Hayhoe Homes)

Note: An experienced architectural designer who has not used SoftPlan but is otherwise well qualified will be considered. Such an applicant would be required to learn SoftPlan.

- Microsoft Office
- PDF Software
- AutoCAD LT

### **4.0 WORKING CONDITIONS**

- 4.1 Most of the time will be spent in an office space (provided). There may be occasional field meetings with customers and vendors, off-site meetings, and industry related conventions.
- 4.2 The normal work week will be 40 hours.

### **5.0 PRIMARY DUTIES**

The primary duties of the Home Design Manager shall consist of, but not be limited to:

- 5.1 Develop the skills of the members of the home design team by educating them on various aspects of residential design, providing feedback on performance, and providing opportunities suited to team member skills.
- 5.2 Take responsibility for a long-term strategy of growing and improving the skills and capabilities of the home design team.
- 5.3 Complete final review of working drawings, including BCIN certification.
- 5.4 Ensure compliance of residential designs to applicable codes, including managing changes to building codes and addressing code compliance issues that arise during construction.
- 5.5 Direct the home design team in the design of new house plans by giving direction on design parameters, completing intermittent reviews throughout the design process, and completion of a thorough final review.
- 5.6 Provide preliminary custom designs and site plans to the Sales team based on requests from potential purchasers.
- 5.7 Manage the day-to-day workflow of the home design team, including assignment of design tasks according to the aptitudes of the team members and tracking design work to ensure deadlines are met.



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- 5.8 Build a team environment amongst the design team by making time to get to know the team members, providing mentoring, coordinating group site visits, or any other means to build a healthy design team.
- 5.9 Manage the human resources of the home design team including approving timesheets, vacation time, and year end performance reviews.

### **6.0 STANDARDS OF PERFORMANCE**

The Home Design Manager shall be deemed to be performing in an acceptable manner when the following have been accomplished:

- 6.1 Home Design tasks/projects are completed in a timely fashion to support the sales team and to ensure efficient and prompt application of all building permit applications.
- 6.2 The skills of the members of the home team demonstrate evidence of advancement in an understanding and application of residential design.
- 6.3 The home design team functions well as a team.
- 6.4 New house plan designs and changes to existing house plan designs as requested by the Sales Department are completed in a timely manner with a high standard of architectural design, space functionality, and construction cost effectiveness.
- 6.5 The Vice-President, Operations reports favorably on the timing, efficiency, and accuracy of the home design team.
- 6.6 Field staff and trade partners report favorably on the quality, consistency & clarity of the drawings & details produced.
- 6.7 Conducts himself/herself in a professional and cooperative manner.