

The University of Texas at San Antonio

Job Description

Job Title: Interior Designer
Code: 15096
Salary Grade: 63
FLSA Status: Exempt
Department/Division: Planning and Development/Facilities Services
Reports To: University Architect/Director Planning and Development

Summary

- Function: Under general supervision and with moderate latitude for the use of initiative and independent judgment, performs professional interior design service for the University.
- Scope: Responsible for interior design support services including color schemes, test fits, window treatments, carpet, artwork, paint, and furniture, etc.

Duties

- Typical:
 1. Meet with clients to identify requirements of the project.
 2. Work with clients to design or renovate spaces to meet their standards.
 3. Coordinates with University Architect on interior design projects.
 4. Specify materials and furnishings, such as lighting, furniture, wall finishes, flooring, etc.
 5. Provides support to Office of Space Management including test-fits and confirmation of existing conditions and scope.
 6. Enhance the function, safety, and aesthetics of interior spaces.
 7. Work with vendors and clients on the selection of flooring, carpet, and paint to be approved by client.
 8. Choose color palettes.
 9. Develops and co-manages project schedules, scope and budgets with University Architect.
 10. Conducts regular review meetings in order to inform superiors of any project schedules, budgets, and scope at the Design Development phase when others are not involved.
 11. Prepares preliminary small to mid-size interior conceptual design drawings for client review.
 12. Inspects installed furniture and fixtures and follows up on replacements/repairs.
 13. Responsible, with the Project Managers or Construction Managers, for all project closeout activities; including; schedule/receive/verify completion of final punch lists;

<p>schedule/receive/request applicable final signatures on substantial completion forms; verify completion of all pending front-end requirements; receives and transitions all Operations/Maintenance manuals to Facilities Dept.</p> <p>14. Uses computer assisted design software and equipment to prepare and review design documents; schedules review meetings as required.</p> <p>15. Assists in the development of FF&E bid documents and general procurement process.</p> <p>16. Inspects work in progress to ensure workmanship conforms to specifications and the adherence to construction schedules; confers with supervisory and project management personnel, inspectors, and suppliers to resolve construction or remodeling problems and improve construction or installation problems.</p> <p>17. Complies with all State and University policies.</p> <p>18. Performs other duties as assigned.</p> <p>▪ <u>Periodic:</u></p> <p>1. N/A</p>

Education

Required	Preferred
Bachelor’s degree in Architecture, Interior Design, Project Management, or related field from an accredited institution.	Master’s degree in Architecture, Interior Design, Project Management, or related field from an accredited institution.

Other Requirements

Required	Preferred
Knowledge of building space utilization and management strategies.	Proficiency with the latest release of AUDOCAD and Revit.
Knowledge of supervisory practices and principles.	Proficiency with sketch-up or similar 3D modeling software.
Ability to effectively communicate.	Familiarity with Access (database) software.
Ability to work in a collaborative manner.	Valid Texas Architectural or Interior Design License in good standing.
Ability to build consensus regarding building space decisions.	
Familiarity with Computer-Aided Design (CAD).	
Knowledge of federal, state, and local rules and regulations.	
Experience with MS Office (Excel)	
Valid Texas State Driver’s License	
Motor Vehicle Registration Check (MVR)	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of experience, directly related to the statement of duties and responsibilities; or	Eight plus years of experience, related to the statement of duties and responsibilities.

equivalent combination of education and experience	
Supervisory experience.	

Equipment

Required	Preferred
Personal computer, including the Microsoft Office Suite and standard office equipment	N/A

Working Conditions

Usual	Special
Normal office conditions	Ability to tour building space for extended period of time.
Requires occasional travel using personal vehicle to go to various campuses.	

Supervision

Received	Given
General supervision by the University Architect.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
