

INTERIOR DESIGNER

GENERAL

This class covers experienced Interior Designers responsible for the provision of full professional interior design service.

Employees in this class are experienced in interior design work including the design of furniture, furnishings and equipment to meet government needs and standards. They ensure the most efficient utilization of public buildings by developing new or modified layouts to improve the division of available space. They may be required to act as a project co-ordinator on assigned projects and direct or supervise the activities of interior design draftsmen, consultants and contractors, but will retain responsibility to the Senior Interior Designer.

TYPICAL DUTIES

Conducts preliminary studies and evaluations of projects to determine interior design requirements.

Prepares cost estimates, sketches, layouts, specifications and other criteria pertinent to project development.

Selects and suggests colour schemes, furniture and materials.

Prepares requisitions for the purchase of furniture and equipment.

May direct or supervise the work of interior design consultants and draftsmen on assigned projects.

May supervise and inspect work in progress undertaken by contractors and/or other related professions.

Prepares progress reports and follow-up on deliveries to project completion.

Assists in compilation and maintenance of furnishing and accommodation standards and procedures.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of current interior design techniques and processes; interior products, building materials and finishes.

Creativity; ability to complete work assignments with a minimum of supervision.

Knowledge of administration related to report writing, cost estimating and budget control.

Ability to communicate ideas both in writing and verbally.

Education, Training and Experience

A degree from a University of recognized standing in Interior Design with a minimum of three years' experience as an Interior Designer.

Physical Standards

Physically capable of performing the duties assigned.