



Position Title:

Design Leader

Position Type:

Part Time or Contract, convertible to Full Time

Location:

Hardwick, MA, with options for telecommuting

Position Summary:

Design is our opportunity to demonstrate our commitment to personalized and responsive customer service from the very start. The design leader manages the design process from initial sketch through to completed construction documents. This position has responsibility for communication with clients, for the technical elements of the design process, and for the creative look and feel of our designs and completed structures.

Company Description:

Hardwick Post & Beam has been designing and building custom timber frame buildings in New England and throughout the United States for 30 years. Our timber frame houses, barns, and commercial buildings feature traditional wooden mortise and tenon joinery, flexible and modern design, and energy efficient structural insulated panels. Because we are a small custom timber frame company we all take on multiple roles in order to provide seamless service to our customers.

Reporting Relationships:

The Design Leader reports to the CEO and works collaboratively with sales and production staff.

Essential Job Functions:

- Managing and documenting the design process from start to finish
- Coordinating design with sales and production staff, clients, architects, and contractors
- Drafting schematic floor plan, elevation, and structural drawings
- Developing project bid prices from schematic design
- Producing full construction drawings
- Maintaining and developing digital library of commonly used design elements and specifications
- Other duties as assigned

Qualifications:

- Training and experience using AutoCad for construction design
- Familiarity with, or ability to learn, timber frame structural systems
- Excellent communication and people skills and ability to work collaboratively on teams
- Ability to manage details and deliver work for multiple projects and priorities at once
- Demonstrated visual creative ability
- Commitment to ethical conduct and delivery of excellent products and services
- Experience with sales and/or project management is a plus

Compensation:

To be negotiated with successful candidate.

Please send resume and work samples to:

Newell Pledger-Shinn, newell@hardwickpostandbeam.com

www.hardwickpostandbeam.com

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