

Position Description



Position: Falkbuilt Designer

Department: Interior Construction

Reports To: VP of Interior Construction

Date Prepared: 2/2024

Interested in inspiring lives? Join our Falkbuilt Design team!

At Pigott, we believe that a place can have a positive impact on people and the work they do. We empower our people to fulfill their potential and pass that inspiration along to our clients. We are committed to hiring people that align with our core values of creating exceptional experiences, doing the right thing, leading the way and choosing our voice, while fulfilling our core focus of elevating the human experience by inspiring lives one space at a time.

Position Purpose:

The Falkbuilt Designer is responsible for providing quality 3D and REVIT design work to clients, general contractors, and Falkbuilt factory in a timely manner, and within budget, to ensure a high level of customer satisfaction. This is a client-facing design position that will have the opportunity to support our architectural & interior construction products, as well as cross-train in pre-construction management. This role will be expected to work toward a successful team experience featuring, but not limited to, the custom prefab interiors provided through Falkbuilt.

Possible Growth Opportunities:

Commercial Interior Designer – Lateral

Project Manager – Lateral

Interiors Consultant

Position Accountabilities & Performance Expectations:

Work with Architectural Products Sales and Project Management from initial client education through to final project walkthrough.

- Design projects using Autodesk REVIT software from scratch or from a predesigned AutoCAD plan
- Understand interactions between Falkbuilt and base building
- Review all production information and drawings for accuracy
- Work with the Pre-Con Manager to assist with pricing and creating proposals
- Create shop drawings for architects/GC/Clients using Autodesk REVIT software
- Organize orders for submission as needed with Pre-Con Manager & Interior Construction team
- Maintain project files with back-up of design discussions, signoffs between clients and vendors
- Attend job meetings, pre-install, and punch list walk-throughs when applicable
- Understand construction documents and demonstrate strong communication skills with clients
- Document completed projects for marketing

- Provide prompt, courteous, and exemplary service to all customers, both external and internal, in accordance with the corporate mission, vision, values, and beliefs of Pigott. Demonstrate courtesy and professionalism, consistently providing a timely response to every customer service inquiry
- Support Pigott's commitment to quality by developing and maintaining position-specific procedures, process instructions, and/or forms to better serve the company and customers as necessary
- Attend work on a regular basis and adhere to all guidelines as outlined in the *Pigott Team Member Handbook*
- Accept responsibility for personal and professional development
- Perform additional responsibilities at the request of manager or the Pigott Leadership team
- Demonstrate cooperation and teamwork in accomplishing the goals and objectives of the department
- Adhere to Pigott corporate branding standards
- Maintain confidentiality of business operations on behalf of Pigott and all clients

Position Requirements:

- BS, BA, or BFA degree in interior design, architecture, or equivalent combination of education and experience
- Prior experience with interior design, space planning, facility planning, architectural drafting, AutoCAD, REVIT, or furniture specification preferred
- Strong personal leadership abilities including meeting management, facilitation, negotiation, conflict resolution, collaboration, and prioritization
- Attention to detail and strong organizational skills are required
- Demonstrated ability to lead without formal authority and influence at all levels
- Strong analytical and problem-solving skills
- Ability to apply and facilitate systems and process thinking
- Demonstrated ability to identify and manage risks
- Proficiency in using Excel and Word
- Ability to work independently prioritizing work while maintaining a high degree of accuracy
- Ability to work the time necessary to complete projects and/or meet deadlines

Position Demands:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Information:

Pigott is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Company will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective team members and incumbents to discuss potential accommodations with the Company.