

Interior Designer

 TRAX International / Greenbelt, MD

Classification: Exempt

Position Purpose

Responsible for preparation of scaled floor plans/detail drawings, and associated cost estimates as requested by GSFC customers. Assists customers with request and performs project management activities associated with design projects including ordering processes, parts list reviews and installation scheduling. Provides technical advice to Government customers.

Duties and Responsibilities

- Provides space planning/interior design services to GSFC personnel.
- Performs workflow analysis to ensure proper understanding of customer requirements and to identify constraints as necessary for further review.
- Develops block diagrams, detailed floor plans and furniture layouts as specified. Define furniture, carpet, and other furnishing requirements and make appropriate recommendations.
- Assists customers in the development, processing, and submission of related acquisition paperwork.
- Coordinates and attends meetings involving vendors, customers, and ancillary services for receiving drawings, parts lists, and ancillary systems as required.
- Coordinates furniture installations and ancillary services and performs post-installation walk-throughs to ensure compliance and customer satisfaction.
- Provides technical advice to the Government Code 224 Facilities Branch on an as-required basis.
- Performs other duties as assigned.

Required Skills and Qualifications

- Four (4) year degree in interior design, or a closely related field.
- Familiarity with Leadership in Energy Environmental Design (LEED) Building Certification.
- Applicants must possess 5 years of specialized experience that equipped them with the knowledge, skills, and abilities to successfully perform the duties of a Commercial/office Interior Designer and that is typically in or related to the work of this position.
 - ***Specialized experience is experience that required the performance of work concerned with the commercial/office design and alteration of interior spaces to meet functional and aesthetic needs such as - Identifying, researching, and creatively solving problems pertaining to the function and quality of the interior environment.
- Performing services relative to interior spaces, including programming, design analysis, space planning and aesthetics, using specialized knowledge of interior construction, building systems and components, building codes, equipment, materials, and furnishings.

- Knowledge of systems and modular furniture; Preparing drawings and documents relative to the design of interior spaces to enhance and protect the health, safety, and welfare of the public.
- Experience coordinating and integrating the mechanical, electrical, and structural engineering disciplines within the interior context; and Managing projects, developing cost estimates, evaluating bid proposals, reviewing construction documents, participating in on-site construction visits, conducting pre- and post-occupancy evaluations, developing standards for efficient space management, etc.
- Minimum of five (5) years' experience in design, space planning, furniture specification and furniture layout. Familiarity with furniture processes and ability to create scale drawings.
- Experience with Computer Aid Drafting (CAD) software such as AutoCAD and/or Revit preferred.
- Ability to read and interpret architectural drawings and bills of material.
- Strong time management and self-motivation is critical in this position.
- Previous experience with Government agencies and the GSA schedule is desired.

Physical Demands and Working Conditions

- The work of this position may be performed in an environmentally controlled office.
- Must be able to view computer monitor for extended periods of time.
- Reasonable accommodation can be made to enable people with disabilities to perform the duties and responsibilities

Terms of Employment and Eligibility Requirements

- Must be a U.S. Citizen.
- Must possess a high school diploma or equivalent.
- Must be able to successfully complete a background check.
- Must possess or be able to obtain a public trust security clearance prior to employment and maintain security clearance for the duration of employment.

The lists above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel in this position. TRAX International reserves the right to make changes to the job description whenever necessary.

TRAX is committed to an inclusive and diverse workplace that values and supports contributions of all individuals. TRAX is an equal opportunity employer of minorities, females, protected veterans, and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, familial status, pregnancy, ancestry, national origin, handicap, gender identity or expression, protected genetic information, disability status, protected veteran status, or any other characteristic protected by law.