

JOB DESCRIPTION

JOB TITLE	Drafting Technician
DEPARTMENT	Construction
REPORTING TO:	Senior Architect

Summary:

The Drafting Technician is required to apply technical knowledge to all stages of a project from initial design through to construction and must provide technical guidance and assistance to the Senior Architect and Design team.

The incumbent must be able to produce complete sets of accurate construction documents with limited guidance on small to medium scale projects; organize and collate CAD data and materials.

Education, Knowledge and Experience

- Technician’s Certificate in General Drafting from an accredited academic institution
- Certificate in Autocad 2007 – 2010
- Certificate in 3D Rendering or equivalent software

- Working knowledge of project management techniques and tools
- Working knowledge of OSH Regulations
- Excellent communication skills – verbal and written including presentation skills
- Working knowledge of construction methods and technical detailing
- Ability to apply standards to resolve technical/design issues
- Ability to develop and interpret design principles
- Ability to work within a multidisciplinary team
- Working knowledge of building codes and systems, regulations and construction
- Proficient in the use of Microsoft Office Tools, Revit, Autocad or any other software relevant to job functions

- Minimum of five (5) years’ working experience in all phases of small to large Architectural projects in a large, diverse organization

- OR**

- Equivalent combination of Qualification, Training and Experience

Key Functions & Responsibilities

Administrative

- Prepares elements of tenders and proposal documents as directed.
- Assists in the development and implementation of standard operating procedures in the Architectural Unit
- Drafts technical and/or other reports as directed
- Assists in the records management function for the Unit

Technical

- Develops and prepares architectural and /or engineering design drawings and models from preliminary concepts, sketches, engineering calculations, specification sheets and /or any other primary data
- Operates computer assisted drafting equipment to generate drawings
- Attends meetings as necessary to ensure client's requirements are met
- Provides technical advice and assistance as required
- Operates and manages computer assisted design (CAD) and drafting workstations
- Develops and prepares design sketches and 3d renders as required
- Compiles documentation packages and produces drawing sets as directed
- Checks and verifies design drawings to conform to specifications and design data
- Assist with the preparation of technical reports as required
- Prepares documents for contracts and tender documents as directed

- Performs any other duties relative to the job function as may be necessary

Dimensions and Scope of Role

- Operates within the approved Policies and Procedures of the Corporation
- Operates in accordance with approved limits of authority.
- Operates within relevant laws and regulations

Key Behavioral Competencies:

Relationship Building: Ability to manage key relationships and respond promptly to internal and external needs

People Development: Has the ability to create an environment that enables action on the part of employees towards the fulfillment of organizational and individual goals. Is able to assess strengths and weaknesses and provide feedback that would enhance performance.

Strategic Perspective: Understands competitive markets and challenges within which Corporation operates. Ability to contribute to discussions on future trends, interrelationships and underlying issues.

Workload Management: Ability to contribute to determining measurable goals and objectives; Maintains focus on attaining high levels of performance and achieving results. Plans, prioritizes and organizes time and tasks to meet deadlines. Achieve objectives in an efficient and cost-efficient manner.

Governance/ Compliance: Demonstrates and behaves in accordance with the principles of transparency and accountability in accordance with laws, state and organizational policies and procedures

Risk Management: Has a sound knowledge of risk management principles and framework with a proactive approach to ensure compliance with national and corporate guidelines to mitigate risk.

Communication: Has the ability to communicate in a logical and organized manner; at all levels in the organization, and with external stakeholders. Willingly and consistently provide information in an easily understood manner that permits and encourages feedback.

Integrity: Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g.: walks the talk, sets good example, ethical conduct

Problem Solving: Is able to analyze complex data or situations, prioritize key issues; creates insightful solutions to problems and ensures proper execution

Customer Service: Ability to influence employees to use 'gold' standards in providing continuous service to our clients. Has a sense of urgency in addressing customer issues or seeks information about the real underlying needs of the customer, beyond those expressed initially

Change Agent: Is able to coordinate the transformation process using innovation and creativity as a catalyst for "mind-set" change in attitude and behavior for the optimal benefit of our communities

Negotiation: Ability to motivate, influence and convince others to take a particular course of action

Key Performance Indicators

- Effective internal and external working relationships
- Positive feedback from Internal and External Customers
- Documents produced are of high quality and standard
- Deadlines are met