

JOB DESCRIPTION

JOB TITLE: Architect

JOB PURPOSE:

The incumbent is required to prepare and evaluate architectural designs, site plans and functional structures to assist the operations of the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

WORKING RELATIONSHIPS

- Reports to the Head of Engineering.
- Works closely with internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Prepare plans, designs, and schematics for building projects, apply knowledge of architectural design, construction detailing, construction procedures, zoning, building codes, building materials and building systems.
- Produces conceptual plans, renderings, and documents.
- Plan and program architectural components; coordinates and integrates engineering and land use planning elements into unified design.
- Conduct Design Reviews from External Consultants to ensure adherence to requirements.
- Conduct research and compile reports on feasibility and environmental impacts.
- Prepare designs in accordance with planning legislation, environmental impacts and project budgets.
- Adapt plans during the project life cycle to account for changes in circumstances and to resolve any problems that may arise.
- Prepare, Scopes, Design Criteria, Employers Requirements and Terms of Reference for projects being executed by the CCL.
- Execute Tender Evaluations and prepare Tender Evaluation Reports
- Prepare a submit reports, memoranda, committee notes, tender evaluation reports, monthly reports and all other required correspondence.
- Performs any other related duties and responsibilities consistent with the job title/position.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Architecture; or equivalent qualification in a related discipline.
- Training and knowledge in FIDIC Standard Forms of Contract will be an asset.
- Seven (7) years in a similar position; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Excellent knowledge of construction management, building standards, specifications, codes and health, safety and environmental requirements.
- Excellent project management and contract management skills.
- Excellent drawing skills and familiarity with design software (Adobe Photoshop, AutoCAD, SketchUp, 3d Studio VIZ or similar).
- Strong imagination and the ability to think and create in three dimensions.
- Ability to translate client ideas into visual and/or tangible references such as drawings or models.
- Excellent problem-solving, negotiation and consultation skills.
- Visual awareness and an eye for detail.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

