

JOB DESCRIPTION

JOB TITLE: Draughtsperson - Planning

JOB PURPOSE:

The incumbent is required to perform draughting activities for multiple residential developments and associated operations to ensure that the quality assurance/control programs, procedures and activities are adhered 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 Planning.
- Works closely with Senior Licensed Surveyor, Urban Planner, Planning Officer and other internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Produce drawings using a computer assisted drafting system (AutoCAD) to appropriate standards.
- Prepare plans – RPO, Old Law, Encroachment, Subdivision and Survey Order Plans and detailed drawings for civil engineering projects such as buildings, roads, bridges, working from sketches or notes.
- Draw maps, diagrams and profiles, using cross sections and surveys, to represent elevations, topographical contours, subsurface formations and structures.
- Correlate, interpret and modify data obtained from topographical surveys, borehole logs and geographical reports.
- Finish and duplicate drawings and documentation packages, according to required mediums and specifications for reproduction.
- Conduct field surveys, inspections or technical investigations to obtain data required to revise construction drawings.
- Work with Head of Planning, Urban Planner and Planning Officer in designing and preparing lotification plans and land use plans that meet the requirements for Town and Country Planning Division (TCPD).
- Work with surveyors in collecting field data to produce cadastral plans to meet Land and Survey Division and TCPD statutory standards.

- Research and collect information and data from relevant authorities as required.
- Design and prepare layout and site plans with setting out information for land surveyors.
- Calculate dimensions and allowances with accurate precision.
- Collaborate with architects, engineers to deliver projects.
- Revise drawings and layouts to accommodate changes and enhancements.
- Accommodate safety requirements in construction drawings.
- Conducts field surveys to update "As-Built" drawings of facilities.
- Prepares and submits reports in accordance with the Corporation's requirements.
- Liaises with internal and external stakeholders; as required.
- Performs any other related duties and responsibilities consistent with the job title/position.

QUALIFICATIONS AND EXPERIENCE:

- National Technician's Diploma or National Engineering Technician Diploma in General Draughting, Civil Engineering.
- Minimum Five (5) years' relevant experience in drawings; or equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Proficient in Civil 3D Max, Revit, Illustrator, AutoCAD.
- Knowledge of construction management, building standards, specifications and codes.
- Knowledge of relevant laws, government and statutory regulations.
- Problem solving, planning and organizational skills.
- Detail Oriented.
- Ability to read and interpret drawings.
- Ability to perform AutoCAD Draughting of architectural, civil, structural, electrical and mechanical.
- Excellent communication skills (oral, written and interpersonal); and
- Proficient in MS Office (Outlook, Word, Excel and Project).

