

JOB DESCRIPTION

JOB TITLE: Draughtsperson (Architectural and Engineering Services)

JOB PURPOSE:

The incumbent is required to perform draughting activities for multiple residential developments and associated operations to ensure that specifications, 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 Head of Engineering.
- Works closely with Engineers, Architects and Quantity Surveyors.

MAJOR DUTIES & RESPONSIBILITIES:

- Produce drawings using a computer assisted drafting system (AutoCAD) to appropriate standards.
- Prepare detailed drawings based on engineering designs in collaboration with engineers for roadways, drainage systems, water, wastewater and electrical services.
- Prepare details based for architectural plans inclusive of floor plans, site plans, reflective ceiling plans, millwork drawings, exterior elevations, interior elevations, landscape plans for all residential projects.
- Prepare detailed Tender and Construction drawings to inform contractors, developers, consultants and other service providers.
- Producing rough sketches before moving on to 2D and 3D computer aided drafting.
- Working simultaneously on multiple projects.
- Prepare drawings and sketches to submit to regulatory and statutory bodies in collaboration with architects, engineers and land use planners.
- 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.

- Calculate excavation volume and prepare graphs and fill-hauling diagrams for use in earth-moving operations.
- Prepare drawings and diagrams for electrical devices and installations.
- Calculate dimensions and allowances with accurate precision.
- Collaborate with architects, engineers to produce associated drawings and details.
- Revise drawings and layouts to accommodate changes and enhancements.
- 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 of 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, Lumion.
- 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).

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.

