Position Description

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| **Position** | Design Technician |
| **Report to** | Design Team Leader |
| **Direct Reports** | Nil |
| **Business Unit** | Construction |
| **Location** | Milton |

## Position scope and purpose

To work together with construction detailers, project managers, pricing staff, consultant engineers, and other draughting staff to produce presentation and full working drawings for a wide range of projects.

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| key responsibilities | key results |
| Health, Safety & Environmental requirements are addressed in all operations and project planning.  Provide clear and concise presentation and full working Architectural and Structural drawings using REVIT software.  Meeting with pricing staff and other involved team members at an early stage to agree the project brief, whether it is, presentation or working drawings.  Liaise with the pricing staff, project managers, consultant engineers, construction detailers and other technical staff to work through any questions/problems.  Provide recommendations of alternative detail solutions to problems.  Administer documentation to and from consultant engineers.  Understand how the design aspects of a construction project influence and relate to performance and functional issues, (e.g. practical buildability) so that practical questions can be addressed at an early stage.  Evaluating environmental, legal and regulatory issues and advising on these.  Assessing what information is required before work can commence, e.g. levels, or site measurements.  Produce consistently clear, legible, accurate presentation and working drawings based on the information acquired, in a realistic timeframe that meet the requirements of Calder Stewart, associated consultants, and regulatory authorities.  To use practical common sense, and to check that the drawings accurately reflect the quote, specification, structural sizing, pricing and are laid out to a common Calder Stewart standard.  Liaising with appropriate parties (e.g. Pricers, Detailers, Structural engineer, etc) when producing drawings for approval, co-ordinating design information.  Contributing to the overall running of the CAD office i.e. updating job information in “Construction Jobs” on Microsoft outlook, document transfers, ordering plotter consumables.  Ensuring Procore drawings are up to date, current PDF’s are plotted and filed correctly, and all electronic project files are stored in appropriate directory (As per item No. 3 of Calder Stewart CAD Drafting standard).  Ensure completed and/or revised drawings and documents are issued/given to relevant parties.  Maintain drawing file structure (server) and files. | * All work is carried out in a safe manner and in accordance with company HSE policies. * Throughout the workday HSE practice is observed and action taken if practices are unsafe. * Effectively contributes to the implementation of HSE policies and procedures. * Complies with HSE policies, procedures and guidelines. * Reports all H&S and Environmental risks and incidents . * Completes HSE Risk Identification and Assessments. * Participates and engage with the organisation’s Management System. * Collaborates and implement Improvement suggestions in your area of responsibility. * Participates in emergency response training and practice drills. * Participates in HSE Meeting where required. * Participates in Staff Meetings if requested. * Uses authority to stop any unsafe act. * Well detailed preliminary and working drawings are produced, and are clear, easily understood, are consistent, and to a high level of accuracy. * Project briefs are agreed within specified timeframes. * Effective relationships are maintained. * Questions and problems are addressed promptly. * Alternative solutions are effective. * Affected parties receive appropriate and timely recommendations on solving problems. * Correspondence to and from external and internal parties are handled efficiently and without delay. * All key project communication is through Procore for accurate record keeping. * Practical questions and problems are addressed promptly. * Building consent applications are completed and Codes of Compliance obtained. * Results are fed into the project. * Work commences within required timeframes. * Working drawings accurately illustrate correct details, and discrepancies between working drawings and what is built are reduced or eliminated. * Re-work and errors are kept to a minimum. * Liaison with affected parties is timely and effective. * The CAD office runs efficiently. * Consumables are appropriately stocked. * Team relationships are effective. * Current PDFs are plotted and filed correctly * Electronic project files are stored as per item No. 3 of Calder Stewart CAD Drafting standard * Relevant parties received accurate documentation within specified timeframes. * Files are up to date, accurate and accessible. |

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

## key Relationships

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| Internal | External |
| * Design team staff * CS staff across all divisions * All manufacturing staff | * Design Consultants |
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## Person Specifications

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| Essential | Desirable |
| * Relevant draughting qualification. * Thorough knowledge of modern-day construction techniques and applications. * Ability to accurately interpret plans and specifications, record and measure data. * Knowledge of Health and Safety legislation pertaining to a factory environment. * Excellent communication skills with the ability to communicate with a wide range of people both verbally and in writing. * Demonstrates high attention to detail and accuracy. * Proven negotiation skills, problem solving techniques and able to handle situations under pressure. * Professional manner and is adaptable and flexible to the competing demands of the role. * Proven organisational and time-management skills with the ability to prioritise work effectively. * Works with a team member and contributes to team achieving goals. * Excellent word processing skills including computer skills: high level of computer literacy required, especially Microsoft Office. | * Experience with Revit or similar drawing programs. * Experience in the construction industry. |
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