

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	CAD/Site Technician	Direct Reports:	N/A
Reports to:	Civil Works Superintendent	Internal Contacts:	All SLASPA personnel
Department:	Engineering (Projects)	External Contacts:	Foreign & Local suppliers, Government Agencies, SLASPA stakeholders.
Classification	Grade 10	Revised Date	March, 2025

JOB SUMMARY:

The Job holder is responsible for the production of conceptual, architectural, engineering and construction drawings using CAD software. Key job responsibilities will include the production of professional drawings to support design, planning and construction management aspects of projects. The CT will ensure that the drafting component of all projects is completed and delivered within the established deadlines and in accordance with project requirements. In support of this, the CT will communicate relevant project information as appropriate to the Project Engineer, Civil Works Supervisor and project team as required with the aim of meeting design milestones which serve as core inputs to the development and completions of project plans.

DUTIES AND RESPONSIBILITIES

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- Prepares conceptual, preliminary and detailed construction drawings for all Projects.
 - Provides verification on site of design-related queries or requests for information.
 - Coordinates with all team members as necessary to ensure effective management of overall project budget by using value engineering and optioneering principles to produce more cost-effective designs.
 - Provides quality control and assurance support as it relates to oversight of physical deliverables to ensure conformance to design.
 - Coordinates with the Project Engineer, Civil Works Supervisor and project team and other team members to ensure all relevant requirements are met during design and implementation of works.
 - Provide site supervision when necessary
 - Prepare "as-built" drawings when necessary
 - Assist with investigations, inspections and assessments of existing infrastructure
 - Performs any other related duties as assigned by the Supervisor

QUALIFICATIONS

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- Associate's Degree/Diploma in Architectural Technology/CAD Drafting /Architecture plus five (5) years' experience in CAD drafting or architecture and construction-related experience with a substantial emphasis working on multiple projects simultaneously.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a high level of confidentiality, competency and professionalism at all times
- Flexible and creative in successfully achieving objectives
- Advanced knowledge of and proficiency in technologically innovative tools
- Candidate should be familiar with the requirements and process for approval by the Regulatory Agencies
- Excellent understanding of local and regional construction practices.
- Experience in having produced professional drawings successfully for local DCA approval
- Strong analytical and communication (oral and written) skills.
- Strong interpersonal skills and ability to support and/or manage dialogue with a wide variety of stakeholder groups.
- Ability to work successfully in a multi-cultural, dynamic and agile project environment
- Strong team collaboration skills and results oriented
- Ability to work under pressure and at short notice
- High level of dependability
- Excellent time management and organizational skills
- Active listening skills and attention to detail
- Ability to stimulate and manage change within a team environment

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____