

LAND & HOUSING DEVELOPMENT DIVISION

POSITION DESCRIPTION

POSITION: <p style="text-align: center;">DRAFTSMAN</p>	DEPARTMENT: <p style="text-align: center;">LAND & PROPERTIES SERVICES</p>	ISSUE DATE: July 2017 Revised dates : Feb 2020
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INCUMBENT	
DEPARTMENT	Land & Housing Development
REPORTS TO	Manager Land & Properties Services
LOCATION	HQ Valelevu
DATE	

Reporting Positions: **(1) General Manager Land & Housing Development**
 (2) Manager Land & Properties Services
 (3) Team Leader Properties/ Estate Management

Role of Division:

The Land & Housing Development Division is responsible for the Acquisition, Subdivision and the Production of Homes / Housing Units.

The Core Activities include:

Land development/house construction

- Development of land.
- Construction of houses.
- Production of fully serviced lots
- Property management.

Role of Department:

The department is responsible for the maintenance and upkeep of all its properties and land bank. It also ensures that the 5 HA offices are OHS compliant and "employee friendly". Also the maintenance of all HA estates and the acquisition of land for development.

Role of Section:

The section is responsible for the overall maintenance of all HA properties and Estates by performing daily upkeep and maintenance.

Purpose:

The incumbent will be responsible for the proper inventory, appraisal, storage and coordination of all HA office and estate property, prepare detailed and accurate inventory and record of estate and office property; making appraisals to be used in estimating the value of the property or maintenance work carried out; inspecting HA properties, and coordinating the maintenance of these properties. Should possess good interpersonal skills and the ability to report all incidents/accidents/hazards immediately to immediate supervisor, supervise Team in achieving desired maintenance standards using cost effective methods and appropriate forward planning skills.

Position Dimension:

Finance: Nil

Staff:

Direct: Nil

Indirect: Nil

Assets: Accountable for all draughting accessories used for all in the field and office works sites

Nature and Scope:

Internal Relationship:

The position is a subordinate one and will be part of the staff team for Land & Property Services Department.

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Internal: N/A

External: N/A

Reporting Requirements:

The position shall report direct to the Team Leader Properties & Estate Management and the Manager Land & Properties Services who will allocate and supervise his tasks.

Reports Submitted to Supervisor:

Weekly/Monthly activities conducted by Maintenance Team

Role of Subordinates:

- 1) Carry out duties as delegated by incumbent
- 2) Daily report to incumbent on all activities carried daily

Decision Making:

- 1) Administer duties daily to team
- 2) Oversee the duties carried out by team
- 3) Report to Team Leader Properties & Estate Management on all duties carried out by Team

Challenges:

1. Accuracy and compliance to survey regulations
2. Increasing customer satisfaction
3. Growing customer base
4. Assisting in improving team production
5. Competition from other survey firms

Principal Accountabilities:

- Responsible for preparation of quality drawings including all survey plans, contract and construction drawings, for Land and Housing Development projects, not limited to:
 - Topographical and Survey Plans
 - Scheme and rezoning Plans
 - Civil Engineering Construction Plans
 - Structural and Architectural Plans including all related services plans.
 - As-built and Cadastral Plans
 - Sales, information, marketing and promotional drawings.
- Timely completion of assigned tasks.

Additional Responsibilities:

- Assist Civil Design Engineer or Senior Surveyor and Technicians with graphical support for design and construction activities, and lodgment and approval of plans.
- Assist supervisors and Department Managers with graphical support for presentations, drawing and data management.
- Provide Customer Service for the Department as and when required.
- Assist Manager Technical Services with set-up of in-house drawing and document standard and processes.
- Assist Manager Technical Services with Department and Organisational activities and responsibilities.

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Knowledge, Skills and Experience:

- Have a Certificate/Diploma in Civil Engineering or Architecture, and certification for appropriate software training.
- Have a minimum of 3 years Fiji construction industry experience with specific drafting and design-office experience with some demonstrated level of responsibility and efficiency.
- Be able to demonstrate knowledge and experience of drafting standards, plan preparation, graphical interface and presentation.
- Have thorough knowledge and experience with Microsoft applications, current AutoDesk Applications and Modules and other software, including software interface and data exchange technologies
- Be able to work well and contribute within an electronic data management facility.
- Be a team player with strong interpersonal and communication skills.
- Possess a valid Fiji Driver's License.

Salary Range: \$ 19,478 - \$29,218

Band: 3

POSITION HOLDER: **DATE:** _____

MANAGER LAND & PROPERTY SERVICES: **DATE:** _____

GM LAND & HOUSING DEVELOPMENT: **DATE:** _____

CHIEF EXECUTIVE OFFICER: _____ **DATE:** _____