

LAND & HOUSING DEVELOPMENT DIVISION

POSITION DESCRIPTION		
POSITION: PROJECT ARCHITECT	DEPARTMENT: LAND & HOUSING DIVISION	ISSUE DATE: 13 October 2023

INCUMBENT	PROJECT ARCHITECT
DEPARTMENT	Land & Housing Development Division
REPORTS TO	Manager Properties & General Manager Land & Housing
LOCATION	HQ Valelevu
DATE	13 October 2023

Reporting Positions: **(1) General Manager Land & Housing Division**
(2) Manager Properties

Principal Responsibilities

Under the guidance and supervision of the Manager Properties, the incumbent will:

- Responsible for carrying out investigations, civil and structural designs for land and housing developments projects.
- Ensuring final designs are compliant with building regulations.
- Identifying and communicating potential design problems to the rest of the team.
- Creating drawings based on verbal instructions from a project manager or engineer
- Explaining technical concepts to clients during meetings with architects, engineers, contractors, or other team members
- Using computer-aided drafting software to create drawings of residential, commercial, or industrial structures
- Checking drawings for accuracy and repairing any errors found
- Preparing detailed drawings of building plans, maps, diagrams, charts, or other images that are used in construction projects
- Using computer aided design software to create drawings on drafting boards
- Maintaining detailed records of work performed and materials used in each project
- Creating drawings of architectural designs and sketches of building plans and structures
- Preparing sketches and plans for construction projects such as roads, buildings, bridges, or other structures
- Following specifications and calculations to create various technical drawings.
- Preparing both rough sketches and detailed work with CADD systems.
- Performing calculations for materials and weight limitations.
- Communicating with architects and engineers, and incorporating knowledge gained into drawings.
- Preparing, reviewing and redrafting alongside the engineering team.
- Prepare project drawings and documentation
- Assist in preparing cost estimates and project finance plans
- Assist in Tender process and documentations
- Assist in contract documentation
- Construction supervision and site management
- Liaise and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve Housing Authority development objectives as per the Corporate plan
- Provide engineering and technical support when required to Project teams on construction quality control, contract management and design verifications
- Review reports, plans, designs, drawings, documents & submissions by external parties
- Assist in the management of contractors, sub and specialist contractors, consultants and in-house staff as assigned.
- Assist manager properties with Department and Organizational activities and responsibilities.

Additional Responsibilities:

- 1) Assist engineers/ team in attending customer's complaints

Knowledge and Skills:

Knowledge:

1. Have thorough knowledge and experience with Architectural & Structural Drafting
2. Have an excellent knowledge of Land types and their implications that may arise later
3. Must have proven knowledge to use Auto Cad software.

Skills:

1. Be able to demonstrate strong problem solving skills, timely and efficient delivery of outputs, and organization ability.
2. Be a team player with strong interpersonal and communication skills
3. Always be physically fit, healthy and with a sound mind

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Experience:

Have a minimum of 5 years' experience in relevant architectural & structural drafting works with demonstrated hands-on experience

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1. Must have a Diploma / Advanced Diploma in Civil Engineering or Architectural Technology or proven experience as a draftsman.
2. Possess a valid drivers' license