

## LAND & HOUSING DEVELOPMENT DIVISON

POSITION DESCRIPTION		
<b>POSITION:</b> ARCHITECTURAL DRAFTSMAN	<b>DEPARTMENT:</b> PROPERTIES SERVICES	<b>ISSUE DATE:</b> Revised dates :

INCUMBENT	
DIVISION	<b>Land &amp; Housing Development</b>
DEPARTMENT	<b>Properties Services</b>
REPORTS TO	<b>Manager Property</b>
LOCATION	<b>HQ Valelevu</b>
DATE	

Reporting Positions:                   **(1) General Manager Land & Housing Development**  
    **(2) Manager Property**

### **Role of Division:**

The Land & Housing Development Division is responsible for the Acquisition, Subdivision and the Production of Housing Lots / 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 obtaining and assembling data to complete Architectural & Structural features of designs sketched out by LHD Designing & Property Team, visiting job sites to compile measurements as necessary, determine & calculate the types of structure such as residential or commercial or the kind of materials to be used suitable to the design. Should possess good interpersonal skills and the ability in achieving desired drafting standards using cost effective methods appropriate with good planning skills.

### **Position Dimension:**

**Finance:** Nil

**Staff:**

**Direct:** Nil

**Indirect:** Customer Relations

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

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<p><b>Nature and Scope:</b></p> <p><b>Internal Relationship:</b> The position is a subordinate one and will be part of the staff team for Properties Services Department.</p> <p>Internal: N/A External: N/A</p> <p><b>Reporting Requirements:</b> The position shall report direct to the Manager Property who will allocate and supervise his tasks.</p> <p><b>Reports Submitted to Supervisor:</b> Weekly/Monthly activities conducted.</p> <p><b>Role of Subordinates:</b></p> <ol style="list-style-type: none"> <li>1) Carry out duties as delegated by the Manager / Supervisor</li> <li>2) Daily report to Supervisor on all activities carried daily</li> </ol> <p><b>Decision Making:</b></p> <ol style="list-style-type: none"> <li>1) Administer duties daily</li> <li>2) Report to Manager Properties on all duties carried out</li> </ol>
<p><b>Challenges:</b></p> <ol style="list-style-type: none"> <li>1. Accuracy and compliance to Fiji Building Codes, Town Planning Acts &amp; other Statutory Regulations</li> <li>2. Increasing customer satisfaction</li> <li>3. Growing customer base</li> <li>4. Assisting in improving team production</li> <li>5. Competition from other Architectural firms</li> <li>6. Innovate ideas, designs suitable &amp; affordable to customers with the satisfaction of the Architect</li> </ol>
<p><b>Principal Responsibilities:</b> Under the guidance and supervision of the Manager Property &amp; The Designing Team, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Draw rough and detailed scale plans for foundations, buildings and structures, based on preliminary concepts, sketches, engineering calculations, specification sheets and other data.</li> <li>• Lay out and plan interior room arrangements for commercial &amp; residential buildings, using computer-assisted drafting (CAD) equipment and software.</li> <li>• Represent LHD Properties &amp; Designing team on construction site, ensuring builder compliance with design specifications and advising on design corrections, under design team supervision.</li> <li>• Check dimensions of materials to be used and assign numbers to lists of materials.</li> <li>• Determine procedures and instructions to be followed, according to design specifications and quantity of required materials.</li> <li>• Operate computer-aided drafting equipment or conventional drafting station to produce designs, working drawings, charts, forms and records.</li> </ul>

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- Timely delivery of assigned tasks

#### **Additional Responsibilities:**

1. Provide work assistance to Design when required, on setting out verification and quality control, collection of data and quantity verifications.
2. Keep accurate records of all Architectural equipment required by the team on a daily basis.
3. Assist Manager Land & Property Services with the Department and Organizational activities and responsibilities, including land acquisition & squatter management.
4. Compiling working drawings for proposed projects, obtaining building fees, requirements & filling out the necessary application forms for lodgment to the Council.
5. Compile & distribute EOI documents to competitive tenderers interested in tendering various projects advertised.
6. Attending to customer inquiries and complaints ranging from boundary disputes (domestic), blocked & damaged drains, landslides, redefinition of pegs, etc.
7. Supervising & manage properties maintenance team on daily basis.

#### **Knowledge and Skills:**

##### **Knowledge:**

1. Have thorough knowledge and experience with all draftsman duties
2. Have an excellent knowledge of design types and their implications that may arise later

##### **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
4. Building maintenance/renovation works supervision skills

##### **Experience:**

Have a minimum of 5 years' experience in relevant Architectural Drafting with demonstrated hands-on experience

##### **MQR**

1. Have passed Diploma/Certificate in Architecture from a recognized tertiary institution or 5 years' experience in relevant architectural drafting.
2. A thorough knowledge in building by laws.
3. Possess a valid drivers' license.

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***Salary Range:***

***Category:***

**POSITION HOLDER:** .....

**DATE:** \_\_\_\_\_

**GMLHD:** .....

**DATE:** \_\_\_\_\_

**CHIEF EXECUTIVE:** .....

**DATE:** \_\_\_\_\_