

LAND & HOUSING DEVELOPMENT DIVISION

POSITION DESCRIPTION		
POSITION: SENIOR ARCHITECT	DEPARTMENT: TECHNICAL	ISSUE DATE: July 2017 REVISED DATE: -

Job Title:	Senior Architect	Job Category:	1
Department:	Technical Services	Division:	Housing and Land Development
Location:	Valelevu	Position Code:	
Position reports to:	Manager Technical Services	No. of subordinate(s):	Nil
Level/Salary Range:		Position Type:	Full Time
Incumbent:	Vacant	Contract Term:	

Job Purpose:

To transform the abstract blueprints of design engineers and architects into residential and commercial subdivisions, residential homes either multi storied or single dwellings and other structures. Employ scientific principles and project management skills to ensure these complex projects are constructed according to specifications in the safest, most co-effective way possible.

Duties:

- Managing and planning construction project from concept to completion
- Designing the project structures and hydraulic systems for housing and subdivision developments.
- Surveying the construction site and providing the detailed report on how to carry out the project and its consequences
- Liaising with local authorities, municipal councils, environmental agencies and statutory authorities and government departments on the requirements and implications of the construction
- Ensuring Occupational Health & Safety compliance on all construction sites
- Arm subordinate staff with relevant information on construction
- Advising the workers on the construction process and addressing their concerns
- Solving construction problems as soundly as possible
- Keeping management and relevant stakeholders informed of progress including possible impediments to construction works
- Conducting surveys on the sites where the construction is to take place
- Acting as the quality control and assurance to ensure that the project objectives are met
- Budget for the project within an estimated cost
- Obtaining the construction materials and verifying them
- Controlling the cost of the materials and labor
- Selecting the ideal equipment(s) to be used
- Scheduling the construction work
- Laying down the preferred construction methods
- Ensuring that the project starts on time and ends within the estimated duration and budget constraints
- Any other Duties assigned by Management / Chief Executive Officer

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Working Relationships:

Internal

Board, Management and Staff

External

Contractors, Subcontractors, Suppliers, Government Agencies and Departments, Local Authorities and Municipalities, Engineering Institutes and Stakeholders.

Competencies, Experience and Qualifications:

The following qualifications, competencies and experience are required to do this job:

Required Education:

- Hold a bachelor's degree in Architecture or related discipline from a recognized tertiary institution.
- Membership with Fiji Association of Architects will be an added advantage.

Required Skills and Experience:

- Critical thinking abilities, to enable one to integrate enormous amounts of information to design systems that prevent problems.
- Must also be quick, decisive problem solver as time is money in the business
- Strong quality management and process improvement
- Well developed coaching, supervisory and people management skills
- Project budgeting development and cost management
- Possess excellent interpersonal skills
- 5-8 years experience in sub-division design, development and construction large scale projects including multi-storied complex construction