

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position : CAD Technician
Grade : 3
Incumbent :
Division : Estates & Facilities
Department : Maintenance
Location : Samabula Campus
Reports to : Manager Engineering and Design Services through Design Coordinator.

2. PURPOSE

The appointee will be responsible for Drafting and drawing in accordance with routine and prescribed programs and specific tasks with due optimum and more recently best practice, while remaining within budgetary constraints. He/ She will be required to liaise closely with the Team Leader/Senior Draftsman or Project Manager throughout the project duration.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Design Coordinator**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

- Drafting and manage drawing documentation in accordance with routine and prescribed programs and specific tasks with due optimum and more recently best practice, while remaining within budgetary constraints.
- The incumbent will be required to liaise closely with Building Repair & Maintenance throughout the project duration.
- Prepare multi discipline drawings based on preliminary field/sketches and information received from Supervisors / Maintenance Coordinators.
- Report on the jobs progress and drawing completion.
- Assist with obtaining client's approval on drawings.
- Prepare as built and verify all relevant drawings and document reflects the modification at site.
- Ensuring timely completion of all allocated drawings & documentation.
- Prepare conceptual layouts for expansion or modification of existing facilities in accordance with the client's requirement.
- Prepare drawings meeting compliance with local authorities' requirements.
- Prepare and circulate construction drawing packages for comments to relevant stakeholders.
- Maintain Master documents electronic archive and do update periodically.
- The appointee shall liaise with relevant authorities in obtaining approval in the drawing.
- Review rough sketches, drawings, specifications, and other engineering data received from engineers to ensure that they conform to design concepts.
- Responsible and assist in tender, sealing and TOR bid documents to organization standards for all outsourced works.
- Conduct managing joint/execution stage site inspection on site with stakeholders and other staff.
- Must be able to work without supervision and provide documents without supervision.
- Any other duties assigned by the supervisor / Managers & Director

5. KEY CHALLENGES

- Ensure all drawings documentation are completed as per scheduled plan.
- Ensure all clients are provided with necessary feedback on weekly or fortnightly purposes.
- Liaising with local authorities for all relevant approvals.
- On the basis of need, long working hours are required to accomplish urgent request.
- Required equal participation with the E&F Design Team.

6. AUTHORITY LEVEL

- Operating Expenditure :.....
- Capital Expenditure :.....
- Others :.....

7. QUALIFICATION AND EXPERIENCE

Essential:

- Applicants should possess a Trade Diploma in Architecture/ Building / Civil Engineering with at least three years of relevant work experience.

Desirable

- Higher qualification in relevant field.

8. KNOWLEDGE & SKILLS

- Knowledge of 3D drafting.
- Knowledge of MS Projects 2016.
- Experience/Training in OHS and/or Project Management
- Knowledge of drawing and designing using AutoCAD/Vector Works or similar architecture programs.
- Valid Driver's License.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Design & Planning Coordinator	Daily
Manager Maintenance & Building Services, Director Estates & Facilities	Daily or as required
Stakeholder Involvement	As when required upon authorisation by EPD

EXTERNAL	Frequency
Local Authorities	As when required

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.