

HOUSING AGENCY OF JAMAICA LIMITED

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Engineering and Architectural Drafter
DEPARTMENT: Project Development and Design
DIVISION: Technical Services Division
POST NUMBER: 261027
GRADE: F **BAND:** 6 **POINT:** 1ST

Job Purpose:

Under the direction and supervision of the Senior Manager, Project Development and Design, the Engineering and Architectural Drafter prepares engineering and architectural drawings, working drawings, small-scale architectural designs, presentation drawings, site measurements and as-built drawings, and plotted technical drawings to support the planning, design and implementation of housing development projects. The incumbent works closely with technical staff, building professionals, contractors and regulatory agencies to provide accurate drawings, design support, drafting services and technical solutions that facilitate the achievement of the Housing Agency of Jamaica Limited's vision, mission and goals.

Key Responsibilities:

Technical/Professional Key Responsibilities

- Prepares accurate engineering, architectural, working, construction and design drawings in accordance with approved project briefs, technical specifications, established drafting standards and applicable building requirements.
- Develops small-scale architectural designs, layouts, plans, elevations, sections, details and related drafting outputs in support of the Agency's housing development, infrastructure and construction projects.
- Produces accurate two-dimensional (2D) and three-dimensional (3D) drawings, models and presentation materials using approved Computer-Aided Design and Drafting (CADD/CAD) and other relevant design software.
- Prepares and revises site plans, floor plans, elevations, sections, structural and engineering details, construction drawings and other technical documentation based on specifications and instructions provided by Engineers, Architects and other authorised professionals.
- Conducts and/or participates in site measurements, field verification and technical inspections, as required, to obtain accurate dimensional and physical information for the preparation or revision of drawings.
- Prepares as-built drawings to accurately reflect completed construction works, approved modifications and actual site conditions.
- Reviews drawings and related technical documentation for accuracy, completeness, dimensional consistency, coordination and conformity with approved specifications and established drafting standards before submission for professional review.
- Incorporates approved design amendments, technical comments and revisions into drawings and maintains appropriate drawing revision and version controls throughout the project lifecycle.
- Collaborates with Engineers, Architects, Planners, Quantity Surveyors, Project Managers, Surveyors and other technical professionals to ensure that drawings and design documentation accurately reflect project requirements.
- Provides drafting and technical documentation support for the preparation of planning, building, subdivision and other regulatory submissions, as required.
- Liaises, as authorised, with relevant Government entities, municipal authorities, utility providers and regulatory agencies to support technical reviews, approvals and implementation of housing and development projects.

- Assists in identifying and resolving drawing discrepancies, dimensional conflicts, design coordination issues and other technical inconsistencies, referring matters requiring professional determination to the appropriate Engineer, Architect or other authorised professional.
- Supports project implementation by providing drawings, technical information, revisions and related drafting services throughout the design, approval, procurement and construction phases.
- Maintains current knowledge of applicable drafting technologies, CADD/CAD applications, construction practices, building standards, planning requirements and relevant technical codes affecting assigned duties.

Administrative Key Responsibilities

- Establishes and maintains an organised system for the filing, indexing, version control, storage, security and retrieval of architectural, engineering and other technical drawings and documents in both electronic and physical formats.
- Maintains accurate drawing registers, revision schedules, technical records, project files and related documentation to support accountability, traceability and effective records management.
- Ensures that superseded drawings are appropriately identified and controlled to minimise the risk of unauthorised or obsolete drawings being used for project implementation.
- Prepares and submits accurate monthly, periodic and ad hoc reports on drafting activities, assignments, project deliverables and other matters, as required.
- Provides relevant technical information and documentation to support project reporting, procurement activities, budgeting, monitoring and evaluation, where required.
- Safeguards confidential, proprietary and commercially sensitive drawings, designs, project information and technical records in accordance with the Agency's information-management and confidentiality requirements.
- Ensures the appropriate use, care and security of assigned computer hardware, drafting equipment, software, technical resources and other Agency assets.
- Participates in departmental, project and technical meetings and provides relevant updates on the status, progress and completion of assigned drafting deliverables.
- Manages assigned work priorities and deadlines to ensure drawings and other technical deliverables are completed within established project schedules and service standards.
- Complies with the Agency's approved policies, procedures, standards, internal controls, Occupational Safety and Health requirements and applicable Government of Jamaica regulatory requirements in the execution of duties.
- Contributes to the achievement of the Department's operational plans, performance targets and strategic objectives through the timely and effective execution of assigned responsibilities.
- Performs other related professional and administrative duties consistent with the nature, scope and level of the post, as may be assigned by the authorised officer.

Human Resources:

- Strong interpersonal and professional communication skills.
- Effective teamwork and collaboration within multidisciplinary environments.
- Good customer service and stakeholder relationship management skills.
- Strong analytical, problem-solving and sound judgement skills.
- Excellent attention to detail and organisational skills.
- Ability to manage priorities and meet established deadlines.
- Demonstrates professionalism, integrity, accountability and confidentiality.
- Adaptable, results-oriented and responsive to changing project requirements.
- Ability to manage differing perspectives with tact and diplomacy.

Other:

- Attends local and international meetings as required.
- Adhere to, and administer, Agency's rules and regulations.
- Perform other professionally assigned duties that may be assigned by the Managing Director and/or the Board of Directors from time to time.
- Participate in the Agency's Committees (where necessary)
- Any other authorised professional duties assigned
- Adhere to, and administer the Agency's rules and regulations

Required Knowledge, Skills, and Competencies:

Core Competencies

- Strong interpersonal, communication and teamwork skills.
- Analytical thinking, problem-solving and sound judgement.
- Effective planning, organisation and time-management skills.
- High attention to detail, accuracy and quality.
- Results-oriented with the ability to meet established deadlines.
- Professionalism, integrity, accountability and confidentiality.
- Adaptability and ability to work effectively in multidisciplinary teams.

Technical Competencies

- Sound knowledge of architectural and engineering drafting principles, standards and practices.
- Proficiency in Revit, CAD/CADD software, including 2D and 3D drafting and modelling.
- Ability to prepare and interpret architectural, engineering, working and as-built drawings.
- Knowledge of building construction methods, materials and technical specifications.
- Knowledge of applicable building codes, planning standards and development approval requirements.
- Competence in site measurement, dimensional verification and preparation of technical drawings.
- Ability to identify drawing discrepancies and coordinate technical revisions.
- Competence in technical document control, drawing registers, revision control and records management.
- Ability to interpret technical specifications, design instructions and project documentation.

Minimum Required Qualification and Experience:

- Undergraduate Degree (Associate or Bachelor) in Architectural Technology, Engineering Drafting, Civil Engineering Technology, Building Technology or equivalent qualification.
- Certificate and/or general knowledge of Urban and Physical Planning.
- Expert knowledge of AutoCAD Civil 3D, architectural desktop software, engineering drafting tools and relevant 2D and 3D design applications.
- Expert knowledge of Revit software
- Expert knowledge of Microsoft Office applications, including Word, Excel and PowerPoint, and Microsoft Project or other relevant project support software.
- Three (3) years' experience preparing architectural and engineering drawings, architectural delineations, site measurements and as-built drawings, and blueprints.

Special Conditions Associated with the Job:

- Holder of a valid General Driver's License and a Motor Vehicle in good condition
- Working beyond the normal work hours assigned
- Maybe required to work on weekends

Effort - Physical Demand

- Walking, standing and climbing during site visits, site measurements and as-built drawing activities.
- Long periods of standing, sitting and computer-based drafting to prepare drawings, plotted technical drawings and related documentation.

Effort - Mental Demand

- To prepare accurate engineering and architectural drawings.
- To interpret design instructions, measurements, sketches, site information and technical specifications.
- To prepare presentation drawings and technical drafting outputs within established timelines.
- To meet regular reporting deadlines and maintain accuracy under time constraints.

Working Conditions

- Up to ten per cent (10%) of the time spent travelling to project sites.
- Minimum of ninety per cent (90%) of the time spent in the office.

Equipment Used

- Network computers, plotter and related office equipment.
- AutoCAD, AutoCAD Civil 3D, Revit, architectural desktop software, 2D and 3D design software and graphic software.
- Multimedia and overhead projectors.
- Measuring tape, laser measuring tape, measuring wheel and other field measurement tools.
- Hard hats and other required personal protective equipment for site visits.

Reporting Relationship:

Reports to: Senior Manager, Project Development and Design

Nature of guidance received:

The Engineering and Architectural Drafter works under the general supervision of the Senior Manager, Project Development and Design, from whom the incumbent receives:

- General direction on departmental priorities, work programmes and expected deliverables.
- Technical guidance on architectural and engineering drawings, designs, specifications and drafting standards.
- Assignment of projects, priorities, timelines and performance expectations.
- Guidance on compliance with applicable building codes, planning requirements, development standards and Agency procedures.
- Review and approval of completed drawings and technical outputs, with feedback and instructions for revisions where required.
- Guidance on complex, unusual or sensitive technical matters requiring higher-level professional judgement.
- Performance feedback, coaching and developmental guidance to support continuous improvement.

Nature of the guidance given to:

- Assigned only by the Senior Managers and/or Director

Liaises internally with:

- All Staff
- All Janitorial and Security Teams

Liaises externally with:

- Industry Professionals
- Municipal Corporations
- Other Regulatory Agencies

Authority:

This position has the authority, within the boundaries of the HAJ's and the government's respective policies and procedures, to:

- Sign self-prepared drawings

Performance Standards:

Performance is deemed satisfactory by the extent to which the following key outputs meet the established standard:

- Engineering and architectural drawings are accurate, complete and prepared within the specified time.
- Working drawings, technical drawings, presentation drawings, site measurements and as-built drawings meet established quality standards.
- Drawings and related documents are properly filed, maintained and easily retrievable.
- Reports and assigned drafting outputs are completed within agreed deadlines.

Agency Declaration:

Please note that Housing Agency of Jamaica Limited Executive Management has reserved the right to revise and amend the Job Description when necessary to accommodate the needs of the business.

THIS DOCUMENT IS INTENDED TO BE A GUIDE IN TERMS OF MAJOR OUTCOMES/ACCOUNTABILITY OF THE PORTFOLIO SIGNIFIED ABOVE

Document Validation:

Employee's Signature

Date

Director

Date

HRM Representative

Date