

## Position Description

**Job Title:** Junior Architect

**Reports To:** Unit Head

**Responsible For:** According to the exigencies of the service

**Objective of Role:** To support the Agency at a professional level in the preparation, implementation and execution of works and other projects falling within its remit, according to the exigencies of the service.

## Duties and Responsibilities

- Manage the design of projects from concept to detail design including but not limited to road schemes, junctions, marine infrastructure, public gardens, etc.
- To prepare necessary drawings for the proposed projects.
- To carry out traffic engineering analysis and structural calculations for the proposed road infrastructure.
- To prepare and submit planning approvals to MEPA.
- To prepare estimates at the various stages of the design process.
- To prepare tender documents for the procurement of works and services.
- To carry out consultations with the various stakeholders.
- To consult and co-ordinate works with the Agency's consultants as necessary, particularly the Infrastructure Regulator.
- To research, plan, design and administer projects, applying knowledge of design and construction procedures.
- To consult with superiors to determine functional and spatial requirements of new projects and prepares information regarding design, specifications, materials, estimated costs and construction time.
- To participate in the Technical preparation for issuing of tenders as directed by his/her superior.
- To contribute actively and validly to the implementation of a comprehensive plan for the redevelopment and restoration to an acceptable condition and standard of the country's arterial and distributor roads, Marine Infrastructure etc.
- To direct activities of contractors engaged to carry out projects according to drawings and specification documents.

- To administer construction contracts and conducts periodic on – site observation of work during construction (or any other work) to monitor compliance with plans

### **Team Management**

- Set clear goals and objectives.
- To provide feedback to the Agency's CAD technicians, Quantity Surveyors and other staff.
- Assisting in site investigation and testing required.

### **Quality Assurance**

- To ensure that design procedure is carried out as pre-standards.
- To ensure that good quality plans and details are prepared for tendering and subsequent construction.
- To liaise with superiors on the progress of the Unit's performance.
- To monitor and report on project progress on a regular basis

### **General Operations**

- To organise any data collection surveys required to detail schemes.
- To prepare visual presentations of proposed schemes for public exhibition and meetings.

### **Organisation and Administration**

- To report as required to the respective Head of Department / Others as required.
- To maintain updated measurable objectives for the unit and its staff.

### **Others**

- Perform any other reasonable duties as may be assigned by the Unit Head

Tasks and duties of the job holder are not limited to the above listed and employee may be required to assist other employees / sections or requested to perform other / different duties from time to time as the need may be.

**PERSON SPECIFICATION** - *The qualifications, experience, skills and other attributes required by the job holder.*

## **Essential**

### **Qualifications**

- Degree in B.E. & A (Hons.) preferably in the road engineering stream (E) with Warrant

### **Experience**

- Wide knowledge of industry or proven track record in service industry

### **Skills**

- Highly organized and methodological
- Excellent standard of written and spoken English and Maltese
- Able to build good business relations with internal/external customers
- Organisation, planning and decision making skills and being able to address multiple tasks
- Ability and will to transfer knowledge and mentor other members of staff
- Ability to challenge and question objectively with a “Can Do” attitude
- Well developed IT application skills including Autocad, Word and Excel
- Numerically proficient and information focused

### **Other Attributes**

- Demonstrated capability to manage own time and mentor other peers or subordinates
- Able to work on own initiative without supervision
- Track record in working with deadlines and performing under pressure
- Valid Maltese driving License B1 / B or equivalent license recognized by Transport Malta