

Position Description

Job Title:	Draughtsperson
Department:	Any Department / Unit
Reports To:	Managerial / Professional Position
Objective of Role:	To produce and manage road design drawings and technical reports for small and large multi-disciplinary projects in Malta

Duties and Responsibilities

- Undertake civil infrastructure design, from concept stage through to construction.
- Work typically includes drainage, earthworks, roads, utilities design and co-ordination.
- Produce CAD documentation of designs for architectural and technical presentations.
- Assist and prepare technical reports, specification and schedules.
- Contribute to the planning of the team workload.
- Assist and manage the input of information into Asset Management Programmes and GIS.
- Assist management in the setting of plans and objectives of the Unit with specific reference to own area of responsibility.
- Plan and implement specialised delegated tasks effectively ensuring timeliness and adherence to established policies, procedures or practices.
- Follow up on assigned tasks to ensure that these are being implemented as planned and to take remedial action as necessary.
- Responsible for the preparation of drawings, estimate of costs and related data to be incorporated in any documentation issued by other stakeholders.
- Collect, measure and record all relevant information required to be able to prepare drawings, records and estimates of cost.
- Monitor conformance to written departmental and other operating procedures / standards.
- Create, update and maintain construction drawings.
- Develop project base maps.
- Develop quality products, using industry and client standards.

- Communicate with other stakeholders on a regular basis throughout the design process.
- Coordinate with project managers to ensure that multiple projects with simultaneous deadlines are completed on schedule.
- Ensure quality of service throughout.
- Collaborate and cooperate with other Units within the Agency as necessary to contribute towards the effectiveness of Infrastructure Malta.
- Contribute ideas and opinions aimed at enhancing the effectiveness and / or efficiency of the Unit and / or service provided.
- Carry out, in a proper professional manner, other reasonable duties assigned to him/her from time to time as required.

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

Qualifications and Skills

- Level 4 Qualification related to Technical Drawing
- Proven experience in using Autodesk 2D, experience in 3D will be considered an asset
- Good communication skills, both written and verbal
- Good report writing skills
- Organisational skills and numeric acumen
- Ability to work unsupervised within own area of responsibility
- Ability to work under pressure and ensure that deadlines are met
- Good IT application skills