

JOB DESCRIPTION



Unit : Housing and Village Improvement Programme (HIVP) Sub-Unit
Position : CAD Technician

<u>JOB DESCRIPTION</u>	
TEMPORARY POSITION	
JOB TITLE: CAD TECHNICIAN	
JOB SUMMARY:	
<p>The Land Settlement Agency is the authoritative body responsible for carrying out appropriate construction activities. The CAD Technician is responsible for providing support to the officers of Housing and Village Improvement Programme in the technical aspects of Computer-Aided Drawing Discipline and Systems. This includes; the preparation of infrastructure civil drawings inclusive of land-use planning sub-divisions, cadastral plans, and engineering drawings.</p>	
REPORTS TO:	<ul style="list-style-type: none"> ▪ Reports directly to the Senior Project Engineer.
SUPERVISION GIVEN TO:	-
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ Required to interface with Senior Project Engineer and other staff with complementary duties to develop computer based prints of land-use plans for the infrastructure works for designated projects under the Housing and Village Improvement Programme. ▪ Work closely with the project teams to obtain all necessary information to meet deliverables of HIVIP. ▪ Design and prepare computer based prints sub-division plans within the context of land-use planning for all projects within the HIVIP. ▪ Design and prepare computer based prints of infrastructural designs for roads, drains, sewerage systems, water reticulation, inclusive of systems alignment, cross sections, profiles and cut and fill for diagrammatic calculations of site earthworks. ▪ Other manual drafting exercises. ▪ Any other related duties. 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Knowledge of Certificates of Environmental Clearance, and the process thereof. ▪ Knowledge of engineering principles ▪ Knowledge of Town and Country application process for Outline and Final Approvals ▪ Knowledge of Work management systems
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Competence in computer-aided design(CAD) ▪ Critical thinking / problem-solving ability ▪ Strong communication skills ▪ Ability to work on your own and/or as part of a team

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidenced by Certification of a Specialist course in AutoCAD Draughting supplemented by a minimum of **three (3) years** relevant experience in civil engineering design