



**NATIONAL EDUCATION TRUST
JOB DESCRIPTION**

JOB TITLE:	Draughtsman
JOB GRADE:	Level 4
POST NUMBER:	
DIVISION/UNIT:	Infrastructure Management
REPORTS TO:	Civil Structural Engineer
SUPERVISES DIRECTLY:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee Date

Manager/Supervisor Date

Head of Department/Unit Date

Human Resource Division MoEY/NET Date

STRATEGIC OBJECTIVES OF THE UNIT

To enable and maintain investments in infrastructure through the construction, maintenance, refurbishing, upgrading and equipping of education facilities.

JOB PURPOSE

To prepare working drawings to facilitate the execution of the infrastructure projects and programmes of the National Education Trust (NET).

KEY OUTPUTS

- Architectural/Engineering drawings
- Sketches and notes from sites and measured surveys and layout drawings produced
- Prints of drawings produced, collated and distributed
- Models designed and produced
- Annual Work Plan prepared
- Reports

KEY AREAS OF RESPONSIBILITY

Technical / Professional Responsibilities

- Participate in the production of assigned architectural/engineering working drawings.
- Participate in the production of civil, structural, electrical and mechanical drawings as assigned.
- Participate in the production of drawings for measured and site surveys.
- Produce drawings for construction signage, supports and formwork.
- Produce as-built drawings.
- Operate the printing machine to produce prints of drawings required.
- Trim, collate and bind drawings into sets and distribute as requested.
- Trace and reproduce negatives of drawings which fall into disrepair.
- Assist in the making of architectural models.
- Perform any other related duties which may be assigned.

- Maintain a well-organized registry for drawings in hard copy and electronic format.
- Maintain assigned drafting equipment and supplies.

Other

- Undertakes other related assignments as directed

PERFORMANCE STANDARDS

- Architectural/Engineering drawings accurately produced within required time-frames
- Layout designs produced as required
- Prints of drawings accurately produced, collated and distributed within specified time frame
- Scaled models accurately produced within required time-frames
- Work plan developed and approved within the required time
- Adherence to established drafting standards and codes
- An organized and well maintained drawing registry
- Adherence to preventive maintenance schedule and warranty requirement for equipment
- Established targets are consistently achieved.
- Professionalism and integrity are consistently demonstrated in keeping with the established standards of NET
- Correspondence and reports are prepared in a timely manner and a high level of accuracy maintained.
- Confidentiality, dependability and tact are consistently displayed in the conduct of duties.

Internal and External Contacts (specify purpose of significant contacts)

Within the National Education Trust and the Ministry of Education & Youth

Contact (Title)	Purpose of Communication
Team members– Infrastructure Management	Collaboration

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
National Land Agency	Consultation and Information sharing
National Works Agency	Consultation and Information sharing
Contractor	Consultation and Information sharing
Clients	Consultation and Information sharing
Principals	Consultation and Information sharing

REQUIRED KEY COMPETENCIES

Core

- Excellent presentation, oral and written communication skills
- Good problem solving and decision-making skills
- Excellent time management and organizing skills with the ability to work under pressure, meet tight deadlines and pay attention to details
- Excellent analytical skills
- Excellent interpersonal skills
- Excellent scheduling and planning skills
- Detailed Oriented
- skills
- High degree of initiative and judgment

Technical

- Excellent knowledge of drafting
- Knowledge of the Ministry of Education, Youth & Information's policies, rules and regulations would be an asset
- Proficiency in the use of relevant computer applications
- Sound knowledge of Jamaica's Building Codes, Standards and Regulations
- Knowledge of new methodologies in the construction industry including Green Building Technology
- Proficiency in the use of project management and architectural design software e.g. AUTOCAD and other office applications e.g. Microsoft Office Suite

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Building Construction or equivalent qualification from a recognized educational institution
- Must be able to use computer-aided drawing software
- Proficient in the use of Microsoft Office
- Knowledge of electronic and manual filing systems
- Minimum of five years (5) experience in the related field

AUTHORITY

- To confirm measurements

SPECIAL CONDITIONS

- Exposure to harmful chemical (Ammonia) as a result of dealing with blueprints
- Required to visit construction sites which may be dusty and hazardous
- Long hours of traveling at times to visit sites
- Required to work beyond normal working hours when necessary
- Required to inspect buildings at heights that may be considered hazardous

Salary Scale: \$3,501,526 - \$4,709,163