

Job Description

Job Title	Senior Architectural Technician
Department	EWI
Location	Bathgate, travel as business needs require
Reporting to	Head of Construction
Line Manager to	Administrators, Technical Administrator.
Key Relationships	Head of Construction, EWI Administration Department, Commercial Department, Area Site Managers, Project Managers, Customers, Clients, Sub-contractors, supply chain.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Overview of role

- To understand the nature of thermal performance of the building elements (mostly in domestic sector -existing housing stock) and represent them into architectural drawings packages.
- To analysis the buildings for improvement in U-value of the building elements.
- To work with a design team of surveyors, engineers, quantity surveyors, system manufacturers and site managers to deliver the project.
- To prepare, collate, submit, and get approved statutory permissions (planning/ building warrants) all the necessary drawings and documents
- To conduct dimensional and physical surveys of the properties (if required)
- To Liaise with customers, clients, and other design team to move the project forward.

Main Duties and Responsibilities:

- Prepare drawings, including plans of building warrants applications in relation to External Wall Insulation applications.
- Help to appoint Consultants, Architects and Structural Engineers. Monitoring progress and additional properties. Making amendments and further applications in terms of additional properties.
- Ensure compliance of quality standards in CAD drawings.
- Redesign drawings according to mark-ups and specifications. Ensuring contract team have revised drawings. Specifications and revised drawings.
- Translate and convert hand drawings and sketches into CAD systems.
- Read, evaluate and interpret designs and drawings.
- Create and implement work methodologies and strategies.
- Document and update all drawings, Statutory Building warrants, informing different bodies and c-coordinating investigatory works, pull out testing.
- Design and architect building drawings and document.

Job Description

- Support compliance procedures of drafting and engineering standards
- Work closely with architects and other building professionals, providing architectural design services and solutions on construction projects.
- Negotiate projects, assessing the needs of clients and users, and agree the project brief.
- Design projects, preparing and presenting design proposals using CAD and traditional methods
- Manage projects, obtaining and liaising with internal and external bodies about extension of projects.
- Post Contract – Managing and obtaining relevant information. Applying for completion certificates, guarantees, etc.
- Line Manager to Technical Team Administrator. Mentor and develop employee through work/college.

The Individual

Qualifications

- Preferred: Degree in architectural technology or equivalent (architectural engineering, building services engineering, building/construction, built environment studies, civil and structural engineering and surveying)
- Minimum – HNC Architectural Technology or equivalent.

Skills

- Comprehensive skills in drawing (2D and 3D) in Revit, AutoCAD or similar software.
- Experience in producing detailed drawings and production packages for the project.
- Highly organized in terms of multi plot building warrant applications, ensuring procedures are adhered too along with consulting and communicating efficiency with others.
- Self-management and organised, with a high attention to detail. Able to problem solve and liaise with the design team and administration.
- Scientific ability to understand building technology, specifications, details.
- Good awareness of the use of buildings and spaces, as well as the natural environment
- Ability to understand current Building regulations with experience in external wall insulation work.
- Experience in current CDM 2015 requirements.
- Responsible for submitting applications to local authorities, external agencies for temporary use / requesting permission of site compounds. Scaffold applications, street lighting.

Additional Requirements:

- Enhanced Disclosure Check
- Full Clean Driving License

What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- Generous company sick pay
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Access to Flexible Benefits Scheme (including buy holidays, discount to retailers, bike to work scheme, Healthshield care plan, and many more).
- Work for PLC Company with option to join share save scheme.