

Job Description - Technicians

Title Junior Technician / Senior Chartered

Reports to

Based at Darkin Architects, 16 Queen Victoria Road, Llanelli, SA15 2TL

Job Purpose

Delivering design work and technical information either individually or in collaboration with other team members

Key Responsibilities

- Understand the importance of CDM
- Comply with Darkin Architects Standards and Expectations
- Follow Project Briefs
- Carrying out design-stage risk assessments
- Preparing feasibilities
- Preparing Issue Sheets
- Undertaking measured surveys and drawing up existing drawings, based on surveys
- Amending planning level drawings based on instructions or comments from others
- Preparing planning level drawings based on instructions or comments from others
- Amending technical level drawings based on instructions or comments from others
- Checking and Commenting on the work of others
- Preparing technical level drawings based on instructions or comments from others
- Writing specifications
- Preparing U-Value Calculations
- Preparing and submitting planning applications
- Preparing and submitting building regulations applications
- Liaising with other consultants
- Preparing planning level drawings without instruction
- Liaising with / Coordinating Statutory Authorities (e.g. Welsh Water)
- Liaising with clients
- Managing projects e.g. ensuring timescales are met, what surveys or consultants are required etc
- Assisting team members with CAD software
- Amending project briefs
- Preparing technical level drawings without instruction
- Creating project briefs
- Coordinating other consultants
- Coordinating the work of other Darkin Architects team members
- Managing clients
- Advising clients
- Preparing and running tenders
- Site Inspections where CML certification not required
- Running Construction Contracts
- Managing CAD Libraries
- Training team members with CAD software
- Staff Management
- Appraisals
- Contract Negotiations
- Preventative Actions
- Corrective Actions

Project Lead Responsibilities

- Maintain Client relationships
- Explain Process to client at RIBA Stage
- Liaise with Finance Manager - invoices
- Manage Sub-consultants: Written Agreement
- Ensure CDM Compliance
- Check Drawings Etc
- Ensure 1448_Job Tracker is updated
- Ensure Filing sheet is updated
- Manage programme delivery and timescale

Core Competencies

- Revit
- Office 365
- Telephone Manner
- AutoCad
- General IT Proficiency

Title	Job Description Technician	Author	David Darkin	Approved	David Darkin
Date	20.08.2021	Reference	0908	Version	08
					Page 1 of 1