



## **TERMS OF REFERENCE**

### **Draughtsman**

The purpose of this terms of reference is to identify the minimum requirements expected of the Contractor for the provision of Draughtsman services for a period of One (1) Year.

### **Reporting:**

The Contractor shall communicate with the Chief Executive Officer or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Employer and agreed to by the Contractor.

### **Legal Compliance:**

During the period of this Agreement the Contractor shall ensure that the services performed pursuant to the requirement thereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

### **Scope of Job:**

Under the general direction of the Manager, Projects or designated supervisor, creating technical drawings using AutoCAD and other computer software. The technical drawings produced will be used by the Project Unit in Tender Documentation, Scope Documentation and include foundational details, schedules, and materials. You will collaborate with architects and engineers and make adjustments based on their advice. You will have a Bachelor's degree in engineering or draughting.

### **Duties and Responsibilities:**

- Prepare as-built floor plans and engineering drawings.
- Assists in carrying out field surveys to update "As-Built" drawings of facilities.
- Performs site surveys to collect information necessary for preparing, modifying or updating drawings.
- Prepare architectural drawings i.e., conceptual designs, floor plans, sections, elevations and details.
- Prepare civil/structural, electrical, plumbing and mechanical drawings i.e., floor plans, sections and technical details.
- Perform all work in accordance with established draughting specifications and approved architectural and engineering standards.
- Research and obtain necessary information for the preparation of drawings.
- Liaises with internal and external stakeholders; as required.
- Performs any other related duties and responsibilities consistent with the job title/position.

- Perform other duties as assigned by the Manager, Projects.

**Minimum Qualification and Experience:**

- A General Diploma or Certification in Draughting from a recognized institution.
- Minimum of at least five (5) years working experience in a similar or related field.

**Knowledge and Skills**

- Proficiency in AutoCAD software and other drafting tools.
- Ability to perform AutoCAD draughting of architectural, civil, structural, electrical and mechanical.
- Excellent communication skills (oral, written and interpersonal).
- Understanding of industry standards and regulations related to drafting and design.
- Ability to carefully document existing conditions with photographs, field notes and hand sketches.
- Communication and collaboration skills to work with engineers, architects, and other professionals.
- Ability to read and interpret drawings.
- Attention to detail and accuracy in creating technical drawings and plans.