

JOB SPECIFICATION



Position: Architectural Technician

Company History

Founded in 1945, Pat Munro (Alness) Ltd is a privately owned company consisting of the following operational departments:

- Construction – Civil Engineering, Utilities & Surfacing
- Haulage and Plant Hire
- Homes
- Property and Development
- Quarry Products
- Waste Services

Based at Caplich Quarry in Alness, the company currently employs in excess of 170 personnel and operates out of several further facilities; Quarries in Dornoch, Strathroy and Tomatin; Concrete Plants in Inverness and Elgin; and a Waste Transfer Station in Inverness. The company also operates a subsidiary business – Carbon Dynamic (Scotland) Ltd – who focus on the off-site construction of high quality, energy efficient, sustainable, modular based buildings

Position

This is a **Permanent** position within the **Homes** Department. The position is based at our main offices at Caplich Quarry, Alness and will be answering to the Senior Architectural Technician for Pat Munro Homes.

Principal Job Responsibilities

As an Architectural Technician you will be required to undertake the following: -

- Prepare detailed designs using Revit & AutoCAD.
- Assist or develop specifications for specific projects.
- Provide advice on technical matters as required.
- Assist in the development of design briefs as required.
- Manage correspondence in relation to project work.
- Co-ordinate design work both internally and with external design consultants.
- Manage the document control of design work.
- Prepare and manage progress of Planning and Building Warrant applications.
- Support existing trainee design team members as required.
- Manage customer expectations and requirements as required.
- Keep up-to-date with Planning and Building Regulations where applicable.
- Site surveys to be carried out, if necessary.
- Prepare or assist with designers' risk assessments as projects develop.
- Work for the employer in accordance with the agreed terms and conditions of employment;
- Undertake training, attend courses and seminars as required to maintain professional knowledge base.
- Be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation; and
- Promote at all times, the employer's best interests.

And from time to time other duties as directed by their Line Manager.

Applicant

The successful applicant will ideally have the following skills, qualities & experience:

- Ideally gained 2 years post qualification experience, preferably in the housing sector.
- Relevant Architectural qualifications are required.
- Experience with design and space requirements.
- Proficient in Revit / AutoCAD and displays good I.T. skills.
- Experience in construction detailing and material specification.
- Experience with the Scottish Technical Standards, preferably Domestic Building Regulations.
- Good communication skills.
- Can work well under their own initiative and as part of a design team.
- Displays a high degree of accuracy in their own work.
- Displays good and consistent presentation skills.
- Be organised with good file management skills.
- Has an appreciation towards customer focus.
- Has a flexible approach to project work and a willingness to undertake tasks out with their key job responsibilities.
- Be professional, trustworthy, friendly, timeous and reliable.

Training

Will be provided based on the successful candidate's level of experience.

Working Hours

The standard working week consists of the following: Mon-Fri 8.00am to 5.30pm with 1 hour for lunch.

Remuneration

Proposed salary is **£negotiable depending upon relevant experience**. Wage reviews are conducted annually.

Probationary Period

The company operates a standard 3 month probationary period, during which either party have the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the employment contract will apply.

Holidays

Annual holiday entitlement is 30 days which is inclusive of recognised public holidays. You are required to reserve a specified amount of your annual holiday entitlement to cover the annual Christmas and New Year shutdown period. This is normally 10 days.

PMA will endeavour to grant holidays out with the fixed dates, where possible, subject to operational requirements. Minimum notice periods will apply to such requests.