

Job Description

Technician / Technologist

Technician+Technologist-P01

The following job description is to be read in conjunction with employment contracts and D5 Architects employee's handbook. Any discrepancy between these documents is to be reported to a partner for rectification.

Job title:

Architectural Technician/ Technologist

Reporting to:

Project Lead/ Associate/ Partner

Qualifications:

HNC/ HND in construction related subject or Degree in Architectural Technology or similar, preferred

Role within practice

Assistant to project lead in the day to day delivery of commissions.

General office support including filing, receiving and welcoming guests and general telephone duties.

Job Function

To provide technical support to the project team supported by general duties in order to experience the full range of technical skills within the practice. This will include technical design, CAD and graphics. We would anticipate exposure to project administration including attendance at meetings, minute taking, and technical research, issuing and receiving drawings and other project information.

Technicians will be expected to liaise with wider team members including clients and other consultants where appropriate. They will be required to liaise with contractors and sub contractors.

Responsibilities

Provision of Technical Services for the project including:

- Technical Design
- Design team coordination
- Attending and documenting design team meetings
- Attendance at site meetings and documenting where appropriate

Developing an understanding of contractual matters including administration of simple contracts
Autonomous working in detail design, model making, graphics, filing, administration and recording of information for projects.

Carrying out/ drawing up measured building surveys.

Maintaining records of site visits and telephone conversations

Issuing and receiving drawings and other project information

Assisting in the management of planning protocols and liaise with the relevant local authority officers.

Management of building regulations protocols and liaison with relevant authorities. Maintenance of relevant trackers.

Producing letters, reports, presentations and other documentation on Microsoft Word, Publisher and PowerPoint

Answering telephone queries, and redirecting or taking messages where appropriate.

Comprehensive Computer Skills including:

- CAD package as appropriate to projects (Revit/ Autocad)
- Adobe Photoshop
- MS Office 365 including Word, Publisher, Excel and Project
- NBS Chorus

Maintaining an effective job filing

Completing weekly timesheets

Attending / taking part in whole office Friday morning meetings.

Other tasks as necessary in the day to day function of the office including archiving and answering telephones, preparing refreshment for guests

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Additional roles within the practice may be required in order to manage office functions such as:
BIM/ IT/ CPD/ QA

Training/ Support

Continued professional development through recognised RIBA or CIAT structure will be supported by the practice. Self directed courses, seminars, etc. will be supported by the practice where the individual can demonstrate their relevance to the practice.

Study days for ACIAT certification are allowed as study leave and not deducted from annual leave allowance.

CIAT membership is not a requirement of the practice.

Career Progression

It is anticipated that Technicians/ Technologists within the practice will progress to Senior Technician/ Technologist through the successful completion of MCIAT accreditation.