

POSITION PROFILE



File Name: Senior Revit Technician.docx	Version No: 1.0
Issue Date: May 2017	Compiled by: HR Manager
Page: Page 1 of 3	Approved by: Managing Director

Position Title:	Senior Revit / CAD Technician		
Location:	Auckland		
Reports to (role):	Principal Engineer - Structural		
Main purpose:		(How You Add Value to Envivo)	
To assist and coordinate with structural engineers/designers and prepare and document designs for engineering projects.			
Key Relationships:		(Who You Help/ Interact with on a Regular Basis)	
Internal Relationships	External Relationships		
<ul style="list-style-type: none"> Structural Engineering Team Project Owner/Manager 	<ul style="list-style-type: none"> Envivo clients Territorial Authorities including Councils Architects 		
Key Accountabilities:		(What You Accomplish by Doing These Tasks)	
Design Delivery:			
<ul style="list-style-type: none"> Carry out CAD draughting for structural and/or civil engineering projects as required Use AutoCAD, Civil 3D or Revit to perform technical functions Communicate information to the team, including preparation of design sketches and marked up plans for draughting Liaise with draughting team and carry out CAD draughting as required Liaise with clients/ architects/ territorial authorities during the design stage of various projects Assist with preparing technical consents for submissions to Council Assist with preparing engineering reports and applications on behalf of clients for Engineering approval to Council Attend design meetings with clients as required Assist with developing design draughting procedures, templates and standards Advise and implement technology and system improvements to CAD tools Guide peers where required on various projects Liaise with engineering areas of the business to provide a total service solution to client 			
KPIs			
<ul style="list-style-type: none"> All work undertaken is in accordance with appropriate professional and technical standards and in accordance with Envivo standards Revenue targets are achieved All documents prepared are accurate design representations Projects are completed within agreed timeframes, project specifications and economically 			
Technical Expertise and Professional Development:			
<ul style="list-style-type: none"> Maintain up-to-date knowledge of guidelines, technical standards, legislation and codes of practice relevant to industry practice in New Zealand Attend professional development courses to meet CPD requirements and individual performance goals Develop best practice processes, monitoring and quality control to ensure that expected professional and technical standards are met Contribute to building the firm's intellectual property including templates, precedents and workflows 			
KPIs			
<ul style="list-style-type: none"> A high level of technical and industry excellence is maintained A high standard of quality assurance is maintained Developing expertise and knowledge in field of discipline 			

POSITION PROFILE

File Name: Senior Revit Technician.docx	Version No: 1.0
Issue Date: May 2017	Compiled by: HR Manager
Page: Page 2 of 3	Approved by: Managing Director

Essential Requirements:	(What Skills and Knowledge You Need in the Position)
Education/Degree:	<ul style="list-style-type: none">Bachelor of Engineering Technology, Diploma in Engineering or equivalent
Experience:	<ul style="list-style-type: none">Relevant CAD draughting experience
Technology Skills/Packages:	<ul style="list-style-type: none">Microsoft Office (Intermediate)AutoCAD Civil 3D (Intermediate to Advanced)
Skills/Abilities:	<ul style="list-style-type: none">Communication: High standard of written and oral English skillsTechnical Expertise: Is sought out to provide advice or solutions in his/her technical areasProfessionalism and Integrity: Acts within the scope of their professional competence and in a manner which supports and upholds the reputation of their profession

Living Our Values:	(What guides us in our behaviours)
Effective communication through honest, transparent feedback:	<ul style="list-style-type: none">Shares important information with team membersGives helpful, behaviourally specific feedback to othersUses appropriate interpersonal styles and methods to reduce tension or conflict
Being accountable for our results to deliver to our clients and partners and to each other:	<ul style="list-style-type: none">Develops and/or appropriately applies company and industry procedures, requirements, regulations, and policies to deliver client services to a high standard of professionalismFocuses effort to achieving goals through maintaining commitment, overcoming obstacles and getting the work doneStrives for excellence in performance of self and others and in the delivery of servicesConsiders and responds appropriately to the interests and important concerns of othersUses and manages resources efficiently and effectively
Sharing our knowledge to help others develop and grow:	<ul style="list-style-type: none">Provides timely guidance and feedback to help others accomplish a task or solve a problemShares his/her expertise with others to develop knowledge and experience of others
Flexibility in our thinking to adapt to unique situations and problems:	<ul style="list-style-type: none">Is open to seeing perspectives other than their ownIdentifies and understands issues, problems and opportunitiesGenerates or builds upon the ideas of others to come up with new solutions or approaches to working with others, client issues or company processes

POSITION PROFILE

File Name:	Senior Revit Technician.docx	Version No:	1.0
Issue Date:	May 2017	Compiled by:	HR Manager
Page:	Page 3 of 3	Approved by:	Managing Director

Health & Safety Requirements:

Major Physical and Environmental Factors/Fitness for Work:

- General physical fitness & mobility to consistently perform the inherent requirements of the position.
- Must be able to sustain long periods of sitting
- Must be able to sustain long periods of standing and walking
- Ability to perform repetitive movements and tasks
- Ability to maintain and sustain a drug and alcohol free working environment

Health & Safety Actions – you must:

- Comply with the company's Health and Safety Policies at all times
- Co-operate with management in anything that they do or require in order to ensure a safe workplace
- Ensure that your actions do not put yourself or others at risk
- Work safely
- Use and maintain machinery and equipment properly
- Obey all site safety rules and safe work procedures
- Wear or use prescribed safety equipment
- Participate in training programs as required
- Fix unsafe conditions/hazards if you are able to and it is safe for you to do so, otherwise report them immediately to your manager/team leader
- Report accidents/near misses by filling out Incident/Hazard Reports

NOTE: This Position Profile is not intended to be all-inclusive. Incumbent may perform other related duties as may reasonably be required to meet the ongoing needs of the organisation.