



## **JOB DESCRIPTION**

<b>Position:</b>	<b>Senior Draughtsman</b>
<b>Location of position:</b>	Suva
<b>Reporting to:</b>	Structural Design Manager

### **Objective**

The position is responsible for leading and undertaking the preparation of accurate and high-quality technical drawings and diagrams for civil engineering projects, including roads, bridges, jetties, and related infrastructure, ensuring compliance with required design standards, specifications, and project requirements.

### **Key Duties and Responsibilities**

- Lead the production of high-quality engineering drawings using Computer-Aided Design (CAD) systems in accordance with FRA and international drafting standards.
- Oversee and coordinate the preparation of detailed drawings for civil engineering projects including roads, bridges, jetties, drainage, and related infrastructure.
- Interpret engineering sketches, design concepts, survey data, and technical notes from Civil/Structural Engineers and convert them into accurate construction drawings.
- Review, verify, and ensure accuracy, completeness, and consistency of drawings prepared by junior drafters and technicians.
- Establish drawing presentation standards, workflow sequencing, and ensure timely delivery of drafting outputs in line with project schedules.
- Develop and maintain CAD standards including layers, line types, colour coding, title blocks, templates, and drawing formats in line with FRA requirements.
- Correlate and interpret survey data, borehole logs, geotechnical reports, and topographical information for incorporation into design drawings.
- Conduct advanced quantity calculations including earthworks (cut and fill), material take-offs, and preparation of graphs, diagrams, and schedules for construction planning.
- Supervise, mentor, and train drafting staff, ensuring continuous skills development and adherence to quality standards.
- Coordinate with engineers, designers, surveyors, and construction teams to ensure constructability and accuracy of design outputs.
- Conduct site inspections, surveys, and technical investigations where required to validate and update drawings based on actual site conditions.
- Review and ensure compliance of drawings with relevant safety standards, engineering codes, and project specifications.
- Identify, interpret, and incorporate survey symbols, geological features, and control points into engineering drawings.
- Assist engineers in minor design development and ensure alignment of drawings with approved design concepts and standards.



- Prepare and update construction drawings, as-built drawings, and revision records in accordance with project changes and site instructions.
- Explain and present technical drawings to project teams and construction personnel, and support resolution of technical issues during implementation.
- Ensure proper documentation, filing, and maintenance of the FRA Drawing Register and related records.
- Oversee duplication, formatting, and finalisation of drawing and documentation packages for submission and archival purposes.
- Ensure precision in all measurements, dimensions, and calculations used in drafting outputs.
- Perform any other related duties as directed by management

## **Common Accountabilities**

### **Compliance**

- Ensure that all activities undertaken by the Authority, its contractors, and other agents are at all times compliant with applicable laws, regulations, and statutory requirements.
- Ensure that all actions are carried out strictly within the delegated authority and approved limits of responsibility.
- Ensure full compliance with the Fiji Roads Authority policies and procedures, including but not limited to the Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy, and any other policies or directives issued by the Board or Chief Executive Officer.
- Ensure adherence to the Authority's approved risk management framework within the scope of assigned duties and responsibilities.

### **Organisational Performance**

Promptly furnish, complete and accurate financial and non-performance results (against such of the performance targets listed in the Asset Management Plan and Corporate Plan and any other performance criteria within the assigned area of responsibility) throughout the year and for the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target

### **General Management**

In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option.



In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity

Protection of the Authority's intellectual property rights

Protection of the Authority's reputation

Good public relations

## **Others**

Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to a Business Continuity Plan and an Operations Recovery Plan

## **Personal Performance**

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities annually, following submission of the Annual Report to the Minister.

The Structural Design Manager will appraise the Senior Draughtsman and this will be reviewed by the Head of Design and Procurement.

## **Position Specification**

- Diploma in Civil Engineering or equivalent qualification from a recognised institution.
- Minimum of 10 years' experience in civil engineering drafting within roads, bridges, jetties, or related infrastructure projects.
- High-level proficiency in Computer-Aided Design (CAD) software and drafting applications, with strong ability to produce accurate and high-quality engineering drawings.
- Strong ability to analyse technical information, evaluate alternatives, and apply sound judgement in resolving drafting and design-related issues.
- Sound understanding and application of civil engineering design standards, specifications, and construction practices.
- Ability to read and interpret engineering drawings, specifications, geotechnical reports, and survey data.
- Excellent written and verbal communication skills.
- Valid Group 2 Driver's License (manual transmission preferred).



## Desirable Requirements

- Proven experience in preparing construction and as-built drawings for major civil infrastructure projects (roads, bridges, drainage, jetties).
- Strong knowledge of topographical surveying principles, including interpretation of survey data, GIS outputs, and digital terrain models.
- Experience in earthworks calculations, including cut-and-fill analysis and material quantity take-offs.
- Experience working within multi-disciplinary engineering teams, including coordination with engineers, surveyors, and contractors.
- Familiarity with FRA, national, or international civil engineering design standards.
- Experience in maintaining drawing registers, revision control systems, and document management systems.
- Ability to supervise, mentor, and review junior drafting staff.
- Proficiency in advanced CAD platforms such as AutoCAD Civil 3D, MicroStation, or similar software.
- Strong attention to detail with high accuracy in drafting, measurements, and dimensional control.
- Ability to manage multiple projects and meet tight deadlines under pressure.
- Strong organisational and time management skills.
- Awareness and application of health, safety, and environmental (HSE) requirements in design documentation.

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This job description has been approved by:

Name	
Designation	
Signature	
Date	