

FAÇADE CAD DRAUGHTSPERSON

The position will be based at our Auckland Office.

To outline your responsibilities: -

1. You will be required to help set up and manage a number of contracts at any one time in conjunction with our team of contracts staff.
2. You will need to coordinate the support as and when needed from other members of the company and supervise this work,
 - i.e Engineering
Production / machining
Materials / purchasing
Design / Programming etc
Estimating
3. Computers will have a pronounced effect on our future and will be the tool which will increase our productivity and control our costs. You need to keep up to speed with our CAD system technology.
4. In conjunction with the Estimator and Contracts Manager you will be required to set up contracts (as required) with our Senior Project Directors.
5. In conjunction with the relevant people formalize an in-house and on-site installation programme as soon as possible on receipt of the project file and identify critical dates for key activities.
6. Assist external parties (ie, Project Directors, Architects and Surveyors) in planning and organisation where required.
7. Execute the contract within the laid down cost and time restraints.
8. Read through and become familiar with each contract's file. Highlight and note critical items, irregular and non-standard requirements of that contract so that they are highlighted and noted on the working drawings, ie grey gaskets, special furniture, anodizing colour and thickness, etc. Cross reference back to our pricing take-off sheets to make sure all non-standard items allowed for or refer to our quotation letter.
9. Interpret plans, regulations and codes of practice as necessary. This will include as required:
 - Preparation of preliminary sketches, working drawings and specifications.
 - Preparing, editing and revising plans, maps, charts and drawings.
 - Coordinating works programmes.
 - Inspecting work and materials for compliance with specifications, regulations and standards

Auckland (H/O)

Wellington

Christchurch

10. Where it is felt necessary, call for a “hand-over meeting” between the relevant people to go over the design of the project, the lead time, any special tooling that may be required, etc. Record minutes and distribute to all parties present.
11. Organise ordering material and fittings take-off to meet the particular contracts’ programme giving as much lead time as possible for the supply of this material especially for contracts with off-site material claims. Have these take-offs checked thoroughly.
12. Prepare and/or direct the preparation of working drawings to meet the construction / Thermosash programme. Check all completed drawings before they are sent for approval.
13. Comply with Thermosash requirements concerning the issuing of all drawings during the contract period.
 - a. All RL (relative levels) and grid position dimensions of our product relative to the building are clearly shown on each detail.
 - b. Show, by dotted lines, potential construction tolerances
 - c. Colour, and type of sealant is clearly marked.
 - d. Colour, thickness and surface finish of the joiner is clearly noted.
 - e. Fixing and sealing details are clearly noted.
 - f. Flashings, lugs, seals, etc “by others” are clearly noted.

NB Design flashings to accommodate construction / installation tolerances.
 - g. Hardware and fittings are clearly noted.
 - h. Detailing is standardized (by the Chief Draughtsman), so that Thermosash has one approach to each type of building in condition / assembly detail to assist production fixing and glazing.
 - i. Non-standard specification requirements / details are highlighted for everybody’s attention.
 - j. Representation of our various die shapes are minimized as much as possible.
 - k. Structural and seismic engineering are carried out.
14. Any other duties requested by the employer from time to time.

Please complete this form as part of your application. It can be filled out interactively or printed out. Submit the completed form to us along with your CV using the upload button on the careers page of our website.

This information is collected for the purpose of assessing your suitability for employment at Thermosash Commercial Ltd and does not obligate the Company to engage the Applicant.

1. Personal Information

Family Name:

Given Name &
Preferred Name:

Contact Address:

Post Code:

Country:

Day Phone
Number:

Evening Phone
Number:

2. Legal Work Status

Are you legally entitled to work in New Zealand?	Y	N
a. As a New Zealand Citizen?	Y	N
b. As a permanent resident of New Zealand?	Y	N
c. As a holder of a current work permit in New Zealand?	Y	N

3. General

Do you have any criminal convictions, not including any concealed under the Clean Slate Act?	Y	N
Do you have any legal proceedings against you pending?	Y	N
Do you have a current New Zealand Drivers Licence?	Y	N

4. State the position/s you wish to be considered for

5. Health

Do you have any health-related issues that may impact on your ability to perform the tasks of this job? If yes, please detail below.

Signature:

Full Name:

Date:

I acknowledge that the information I have supplied is true and correct.

Do you consent to the Company retaining the information contained in this application for further employment options in the future?

Y

N

This Application Form will be held for 12 months following submittal.