

Job Description

Schedule A

POSITION: **TEKLA TECHNICIAN**

Business Unit: Design Services
 Location: Christchurch
 Report to: Tekla Team Leader
 Direct & Indirect Reports: N/A
 Delegated Authorities: Makes decisions as delegated by the Tekla Team Leader and in accordance with this Job Description.

Purpose:

- Conduct the day to day operations of the Tekla detailing, ensuring all divisional procedures are adhered to and all drawings allow for production to run smooth and on time. (Subject to but not limited to reporting, document control, compliance of quality assurance, and that Calder Stewart procedures and operational requirements are followed).

Key Tasks	Key Results
Health & Safety requirements are addressed in all operations and project planning	<ul style="list-style-type: none"> • All work is carried out in a safe manner and in accordance with company H & S policies • Throughout the work day H & S practice is observed and action taken if practices are unsafe • Health and Safety responsibilities for this role are met as per Appendix 1 of this document.
Take a lead role in the operations of the detailing function	<ul style="list-style-type: none"> • Ensure the detailing of projects align with the programming of steelwork fabrication and the allocation of resources • All pre-start technical reviews are attended for projects and recommendations for potential fabrication or installation projects are made • Detailing matters are discussed at meetings as required • Effective liaison is carried out with the Production Team that ensures industry standards are followed and that drawings presented reflect this • A current understanding of techniques and requirement within the StruMIS software is obtained liaising with the Senior Detailer
Ensure a high level of accuracy is demonstrated supporting the timely completion of projects	<ul style="list-style-type: none"> • Following clear instructions on what is required and your duties are clearly defined • Technical knowledge and industry experience is shared with the Detailing team where applicable • Tekla/Strumis interface is used effectively

Key Tasks	Key Results
	<ul style="list-style-type: none"> • Rework and errors are reduced or eliminated where possible • Completion of drawings are monitored and drawings comply with detailing guidelines, best practice and quality policies • Production of projects can be achieved from the information contained within the job packs • All contracts are fulfilled
Prepare detailed workshop drawings using the Tekla Xsteel and/or precast modelling programme	<ul style="list-style-type: none"> • Detailed workshop plans are clear, easily understood, consistent, and accurate • Drawings are of the required standard and best practice is used at all times • A high standard of workmanship is attained at all times
Identify methods of improving our processes and quality of products through manufacturing techniques or equipment	<ul style="list-style-type: none"> • Processes are regularly reviewed • Identified improvements are implemented • Alternative detail solutions to problems are recommended
Maintain best practice for administration tasks and seeking continuous improvements in the processes	<ul style="list-style-type: none"> • Modelled files are filled correctly, and in appropriate locations • File registers are maintained • Best practice for detailing is maintained • Continuous improvements in processes and delivery of drawing packs is implemented
Ensure quality of work is kept to a high standard	<ul style="list-style-type: none"> • Periodic monitoring of completed components/ structures ensures compliance with the relevant detailed workshop drawings
Ensure that correct contract information is logged	<ul style="list-style-type: none"> • File registers are accurately maintained and up to date
Undertake any other reasonable task as requested by management	<ul style="list-style-type: none"> • Tasks are undertaken and conducted to a high standard

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time

Functional Relationships

Internal:	External:
Steel Manager	Engineers/Architects
Precast Manager	Project Managers
Production Foreman	Construction detailers
Detailing staff	Construction pricing staff
Team Leaders	On site builders
Administration staff	Customers
Construction staff	Sub-Contractor Detailers

Person Specifications

Essential:	Desirable:
Industry relevant experience	Experience with AutoCAD, REVIT or similar drawing programs
Thorough knowledge of modern day construction techniques and applications	Experience with StruMIS software
Ability to accurately interpret plans and specifications, record and measure data	
A strong knowledge of Tekla software	
Knowledge of Health and Safety legislation	
High attention to detail	
High level of communicative ability – both written and verbal	
Competent using Microsoft office	
Strong interpersonal skills	
Self-motivated and driven	
A strong team contributor	
Ability to influence others	
A desire to learn and develop new skills and processes	

Calder Stewart's Vision:

New Zealand's property and build partner of choice.

Calder Stewart's Purpose:

Build a strong future – for our people, our customers and the communities that we live and work in.

Calder Stewart's Values – underpinning the purpose:**Find a Way**

We are open minded and continually work together to solve day-to-day challenges, identifying new opportunities for the future

Play Fair

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate

Be Loyal

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers

Own It

We take ownership of our work and the work of our team

Our values outline the key behaviours we expect from our people as they go about their work and in their interactions with colleagues and customers