

Stonewood Homes is the trusted, dynamic residential building industry leader. We bring together great people and products, with safe sustainable processes, to deliver exceptional new home experiences.



Position Description

Title: Senior Draughting Technician

Job Purpose: Achieving the highest level of customer satisfaction and production efficiency through the fast, accurate, and reliable preparation of construction drawings and coaching and providing expert technical guidance to the Draughting team.

Organisation Profile Stonewood Homes NZ Limited is one of New Zealand’s leading residential building companies. We have been building new homes since 1987 and our success is due to our innovation and a great team of people.

Reporting to: Draughting Team Leader

Direct Reports: Three Auckland based Draughting Technicians

Key Functional Relationships: The position is required to build and maintain relationships in the following areas:
 Internal: All staff within Stonewood Homes.

 External: Northern Franchises, Councils, Clients, Trades and Suppliers

Person Specifications	
Qualifications	A Diploma in Architectural Technology or similar qualification is essential.
Experience	At least 10 years of experience in residential construction draughting . Experience in Chief Architect preferred. Extensive experience in CAD or ArchiCAD. Experience with MS Office, Outlook, Word, Excel and databases.
Skills & Competencies	Intermediate computer literacy: efficient and accurate. Competent with MS Office Suite, with the ability to take on new learning as business systems progress. Knowledge of general office administration. High level of attention to detail. Good time management skills with the ability to meet deadlines. Ability to perform repetitive tasks through the use of available resources. Must have exceptional Customer Service Skills. Must be able to communicate clearly and concisely in writing and verbally. Ability to lead others to achieve desired outcomes Must act with integrity, building trust in others, being fair and open in dealings, being consistent and maintaining confidentiality. Be effective in decision making, ensuring the decision are most appropriate for the organisation at the time and in the future.

Key Accountabilities	Performance Measures
Concept Plans	<ul style="list-style-type: none"> • Draft Concept plans to support sales. • Assist sales team to establish client requirements for design and products. • Identify permit and Consent issues and solutions. • Concept plans accurately reflect the client and sales brief. • Concept plans meet the briefing on quality, appearance, and value. • Product selection provides a comprehensive, buildable, and cost effective construction solution. • Concept plans are prepared to completion on time and accurately.
Permit Drawings (Consents)	<ul style="list-style-type: none"> • Draft permit drawings to support construction. • Convert tendered plans to Stonewood Homes construction standards. • Permit drawings to the sales team for contract sign-up are detailed, complete, accurate, and on time. • Permit drawings exceed all compliance requirements including Council, regulations, codes, and building standards. • Permit drawings provide an accurate, comprehensive, and buildable construction solution. • Product selection ensures a buildable and cost effective construction that meets the client's expectations for quality, appearance and value. • Rapid turnaround of modifications and variations to permit drawings.
Cover Key Duties	<ul style="list-style-type: none"> • Manage priorities across own and covered duties.
Reporting	<ul style="list-style-type: none"> • Regularly advise the status of the draughting tasks. • Provide weekly updates to the Draughting Team Leader on the status of draughting tasks as requested. • Attend draughting and production meetings and provide feedback on current issues.
Leadership	<ul style="list-style-type: none"> • Provide positive leadership which results in achieving or exceeding employees objectives • Generate a collaborative, effective and positive work environment. • Coach others and provide support and assistance. • Provide technical guidance and share knowledge. • Conduct the performance review process with direct reports. • Set individual and team performance objectives in line with Company strategy.
Health & Safety	<ul style="list-style-type: none"> • Comply with Stonewood's Health and Safety policies at all times. • Take no action or inaction that may cause harm in the workplace. • Take no unreasonable risks. • Report all workplace accidents, incidents, near misses and any potential workplace hazards to the relevant Health and Safety Officer.
General	<ul style="list-style-type: none"> • Comply with company policies, procedures, and rules. • Use Stonewood Homes Business systems as required. • Acquire the skills and knowledge to undertake the role. • Participate in the yearly review process

You acknowledge that Stonewood Homes may require you to change your duties and responsibilities during your employment. Stonewood Homes reserves the right to use your skills to the best advantage and will consult with you prior to any position changes being implemented.