



ajfitchet | architect
www.ajfitchet.com

Vacancy - Architectural Technician

ajfitchet | architect is a small and busy architectural practice, and with a growing workload we have a vacancy for a creative and motivated Architectural Technician to join our team.

Working on a variety of projects from small scale domestic projects, through new build and whole building refurbishments, commercial and leisure projects, the experience you will have will be extremely varied. Our approach to every project is client focussed, therefore the impact you will have, and experience you will bring, will be paramount to the success of our projects. We have an office at the western edge of Dundee, which will be your permanent place of work. We operate a hybrid working model, where team members are required to be present in the office at least two days a week, with the flexibility to work from home at other times.

Duties will include (but won't be limited to):

- Carrying out measured surveys of buildings and inputting to CAD
- Transferring design drawings to technical drawings
- Preparation of large scale construction details
- Preparation of written project specification to accompany drawings
- Undertaking U-value calculations and other energy calculations
- Preparation of Building Warrant Applications and liaising with Building Standards Officers
- Liaising with other project Consultants and design team members
- Liaising with Contractors for projects which are on site
- Maintaining accurate project records within Practice CRM system

Knowledge of AutoCAD and Microsoft Word is essential, together with an understanding of the current Scottish Building Standards. We are moving a lot of our projects over on to the Revit platform, therefore a basic knowledge of Revit would be advantageous however is not essential.

As you will be working within a team, we encourage all members to take part in team development discussions and provide assistance to others when necessary. You should also however be able to use your own initiative particularly when working away from the office.

Salary and working hours are negotiable. We will offer a salary of between £30k and £40k depending on experience. Our typical working week is a 35 hour week, however we are open to discussing roles to suit between 21 and 35 hours a week to accommodate other commitments.

Possession of a full driving license is desirable, together with access to a car.

To apply, please send the following to recruitment@ajfitchet.com :

- CV including details of Referees
- Cover letter
- Examples of technical drawings
- Schedule of availability