

**INDIS Malta Ltd**  
**Job Description**



<b>Position Title:</b>	<b>Land Survey &amp; Design Officer</b>
<b>Reports to:</b>	Chief Officer– Technical
<b>Pay Grade:</b>	Grade 4 (Executive II)
<b>Department:</b>	<b>Technical &amp; Design Office</b>

**Job Summary**

The Land Survey & Design Officer will be responsible for the preparation of drawings and detailed schematics. This position requires the highest drafting standards and methods of construction appropriate for the demands of INDIS Malta Ltd (INDIS). The person will be responsible and will need to participate in projects and other assigned works and amongst other things, deliver traditional and/or 2D and 3D CAD drawings in accordance with INDIS policies, systems and procedures.

**Description of main tasks**

**Duties**

- Provides input on an appropriate program of design deadlines and milestones on assigned projects and to identify and maintain project critical paths.
- Undertakes a project’s design using traditional, 2D and 3D CAD/CAM programs.
- Works on a range of traditional or CAD engineered drawings.
- Produces 3D visuals with AutoCAD, 3D Studio Max or similar programs.
- Maintains all technical and engineering drawing using both traditional 2D and or 3D methodologies and/or software.
- Delivers detailed traditional or CAD design drawing in accordance to the project time frames and milestones.
- Undertakes land surveying works using professional surveying equipment, and adhering to adequate surveying techniques.
- Will produce existing topographic surveys, plans, elevations, sections etc.
- Will set out any proposed items needed within a project, for example road levels, generic levels, building alignments etc.
- Supports other team members within the Design Office to deliver drawings and reports on time and in a professional manner.
- Ensures that all traditional, 2D or 3D CAD drawings adhere to INDIS standards.
- Ensures that drawings and procedures adhere to standard industry specifications as well as occupational health and safety regulations.
- Produces and maintains all the company’s drawings.
- Prepares all documentation for MEPA applications.
- Provides additional related documents to assist the Legal, Insurance, and Finance Units within INDIS.
- Provides input and advice to project managers and Project Leaders as required.
- Carries out research and prepares material for reporting and other submissions as required.
- Performs any other job related duties as necessary or as assigned that may be required from time to time.

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<b>Consultation</b>	
<ul style="list-style-type: none"> <li>• Consults with the Chief Officer Designate – Technical officer and/or any other designated person, in resolving issues and problems which are of a sensitive nature and / or of a strategic importance.</li> <li>• Coordinates and communicates with external stakeholders as appropriate.</li> <li>• Coordinates and communicates with other personnel within INDIS to ensure best use of shared resources.</li> </ul>	
<b>Self-Improvement</b>	
<ul style="list-style-type: none"> <li>• Keeps up to date with new trends, instruments and methodologies in relation to the role and that could potentially impact on INDIS's goals, objectives and efficiency in this regard.</li> <li>• Keeps up to date with the latest developments within INDIS.</li> </ul>	
<b>Supervision Received</b>	
<ul style="list-style-type: none"> <li>• Direct supervision and guidance from Chief Officer Designate – Technical Office and/or any other designated person as necessary.</li> </ul>	
<b>Working Conditions</b>	
<ul style="list-style-type: none"> <li>• May be required to work outside office hours in crisis situations and/or to meet deadlines.</li> <li>• Regular on-site visits working in an indoor and/or outdoor environment might also be required.</li> </ul>	
<b>SKILLS</b>	
Computer literacy.	High
Written and verbal communication skills.	High
Communication and interpersonal skills.	High
Design skills.	High
Organisation and planning skills.	High
Attention to detail and accuracy.	High
Ability to work under pressure and within tight time scales.	High
Be a team player.	High
Knows how to be pro-active and have a flexible approach to work.	High
Has the initiative to work under minimum supervision.	High
<b>Others</b>	
A clean and valid driving licence.	Mandatory
Knowledge of relevant health and safety regulations, and building regulations and legislation.	High