

# Paul Ennis Construction Limited

## Job Description Form

**Division/Department:** Architectural

**Location:** Head Office – 185 Liverpool Road, Southport, Merseyside. PR8 4NZ

**Job title:** Project Architectural technician & designer

**Reports to:** Philip Dooley

**Title:** Senior Architectural Technician

**Level/Grade:**

**Type of position:**

- Full-time
- Part-time
- Contractor
- Placement

**Hours** 40 week

- Exempt
- Nonexempt

**General Description of Role:**

Hosting meetings with client assessing design requirements.  
Conducting measured surveys  
Drafting existing plans using 2D & 3D ACAD design packages  
Drafting design proposals and presenting them to clients.  
Preparing drawings and details to obtain Building Regulation consent.  
Acting as a contract administrator including the preparation of JCT contracts.

**Work experience requirements:**

Preferably at least twelve months experience working with an architectural practice.

**Education Requirements**

- GCSEs C or above in Maths & English.
- Related Degree – or working towards membership of a professional body.
- Qualifications in 2D and 3D ACAD packages

**Reviewed by:**

**Title:**

**Approved by:**

**Title:**

**Date posted:**

**Date employed:**