



JOB DESCRIPTION

Draughtsperson / Architectural Draughting Technician

Position	Draughtsperson / Architectural Draughting Technician
Company	Wholeworks Services
Location	Kingston & St. Andrew, with site visits island-wide as required
Employment Type	Contract
Working Relationship	Works under the direction of the Managing Partners / Technical Lead

ABOUT WHOLEWORKS SERVICES

Wholeworks Services is an architectural design & documentation, construction management, and technical services firm. We provide architectural and construction drawings, approval submissions, as-built documentation, measured surveys, site services, and project support that help clients build with clarity and confidence.

Our work is guided by our P.A.C.E. core values: Partnership, Accountability, Care, and Excellence through Innovation. We expect every member of our team, including contractors, to reflect these values in the quality of their work and how they communicate.

ROLE SUMMARY

Wholeworks Services is seeking a skilled, reliable, and detail-oriented Draughtsperson / Architectural Draughting Technician to support the preparation of complete architectural drawing packages, approval drawings, submission documents, revisions, measured surveys, as-built drawings, and related technical documentation.

The successful candidate should be able to work with accuracy, professionalism, and minimal supervision, while producing clean, well-organised drawings that meet the company's technical and presentation standards. This role requires someone who understands the importance of proper documentation, clear communication, deadlines, and high-quality drawing output.

Please note that this is a project-based engagement, not a salaried position. The successful candidate will be engaged as an independent contractor and paid per project completed, with the scope, fee, and timeline agreed in writing.

MAIN DUTIES AND RESPONSIBILITIES

1. Prepare complete architectural drawing sets for residential, commercial, renovation, and extension projects.

2. Develop floor plans, elevations, sections, roof plans, site plans, schedules, details, and other required drawings.
3. Assist in preparing drawings and documents for approval submissions to the relevant authorities.
4. Revise drawings based on client feedback, internal review, consultant comments, or Parish Council comments.
5. Assist with measured surveys, site visits, as-built documentation, and project information gathering.
6. Coordinate drawings with structural, mechanical, electrical, plumbing, and other consultant information where applicable.
7. Maintain proper file naming, drawing organisation, project folders, and drawing registers.
8. Support technical documentation, basic estimates, printing coordination, and administrative project tasks where required.
9. Work within agreed timelines and communicate clearly when clarification is needed.
10. Uphold the quality, accuracy, and professional standard of Wholeworks Services.

REQUIRED SKILLS AND EXPERIENCE

- Minimum of an Associate Degree, Diploma, or equivalent qualification in Draughting and Building Technology, Architectural Technology, Construction Technology, Civil Engineering Technology, Building Engineering, or a related field.
- A Bachelor's Degree in a built environment discipline, including Architecture, Architectural Technology, Construction Management, Civil Engineering, Building Engineering, Quantity Surveying, or a related field, would be highly advantageous and regarded as a strong asset.
- Competent in AutoCAD and general Computer-Aided Design (CAD) drafting.
- Ability to prepare clean, accurate, and complete architectural drawing sets.
- Good understanding of building layouts, construction detailing, drawing standards, and technical presentation.
- Ability to interpret sketches, site information, survey drawings, client requirements, and consultant comments.
- Familiarity with Jamaican building approval and submission requirements would be an asset.
- Experience preparing Parish Council submission drawings would be an asset.
- Experience with SketchUp, Revit, 3D modelling, Lumion, Enscape, or Bill of Materials would be an asset.
- Strong attention to detail and ability to manage deadlines.
- Good written and verbal communication skills.
- Ability to work independently, take feedback, and make revisions efficiently.

PERSONAL QUALITIES

- Reliable, professional, and accountable.
- Teachable and willing to learn Wholeworks Services' standards and systems.
- Organised and detail-oriented.
- Able to work independently and as part of a team.
- Honest, respectful, and committed to quality work.
- Able to receive feedback and make corrections efficiently.
- Able to manage pressure, deadlines, and multiple project tasks.

APPLICATION REQUIREMENTS

Applicants should submit the following:

- Curriculum vitae (CV)
- Sample drawings or portfolio
- Software experience
- Availability
- Salary expectation
- Any relevant certifications, qualifications, or professional references

HOW TO APPLY

Interested applicants should send their application to **info@wholeworksservices.com**.

Email Subject: Application for Draughtsperson / Architectural Draughting Technician Role

Only shortlisted applicants will be contacted.