



**Terms of Reference**  
Computer Aided Design (CAD) Superintendent  
**2019/36**

G.P.L Inc. invites applications from suitably qualified candidates to fill the impending vacancy of **Computer Aided Design (CAD) Superintendent** – within our System Planning & Design Department – Middle Street, Georgetown.

Under the general direction of the Senior System Planning & Design Engineer, the incumbent will be responsible for preparation, and management of engineering drawings and administration of the Drawing Unit.

**KEY RESPONSIBILITY AREAS:**

1. Plan, organize and conduct field data capture surveys.
2. Supervise updates for the Transmission & Distribution Network drawings and other company drawing records.
3. Prepare Single line and Master Diagrams for newly added infrastructure to the Transmission and Distribution System.
4. Provide CAD Technical support to the Senior System Planning & Design Engineer.
5. Develop Shift Cycle Rotas in consultation with other departments
6. Develop, review and recommend procedures and controls for CAD drafting, plotting, scanning and other relevant innovative technology.
7. Prepare monthly reports
8. Manage the welfare and development of subordinates to improve their efficiency and productivity.
9. Promote compliance with Company Rules and Regulations.
10. Perform other duties that may be assigned to you within the scope of your employment, from an Authorized Officer.

## **JOB SPECIFICATION/QUALIFICATIONS**

1. Associate of Science (Architectural and Building Technology) or Diploma in Architectural Drawing from the University of Guyana or an equivalent Institution plus certificates in Auto-cad with eight (8) years relevant experience.

OR

2. Technician Certificate in Architectural Drawing from the G.T.I. or its equivalent and Apprenticeship Training in Electrical Discipline plus certificates in Auto-cad with a minimum of twelve (12) years experience.

**Emoluments commensurate with qualification & experience**

### **COMPETENCY PROFILE:**

- Must be familiar with aspects of Project Management
- Thorough understanding of computer software – Skill in the use of Auto-cad
- Must be familiar with GIS Technologies
- Knowledge of Transmission and Distribution Network
- Skill in reading, inspecting and preparing electrical diagrams
- Ability to attend to details

Applications should be submitted to the Deputy Human Resources Manager, Guyana Power & Light Inc. 257/259 Middle Street, Georgetown not later than August 06, 2019.