

EXTERNAL JOB ADVERTISEMENT

Position Title : Senior Draftsman

Grade : C

Division : MDD

Qualifications:

- Minimum Senior High School (SMA/STM) with a minimum of 7 years experience or Diploma with a minimum of 3 years experience as a draftsman.
- Excellence experience and skills in drafting tasks using MapInfo and AutoCAD software. Being able to use Minex software is preferred.
- Sound and demonstrated knowledge of effective drafting and documentation layouts/presentation formats.
- Willingness, interest, and enthusiasm for gaining new skills, particularly computer drafting/desktop publishing packages.
- Effective written and oral communication skills in both English and Bahasa Indonesia.
- Good knowledge of statutory reporting requirements and regulations.
- Detailed mindedness as well as a strong orientation to the provision of accurate, professional, and quality reports, plans, and documentation.
- Able to action technical drafting standards on small scales whilst appreciating the broader concerns/issues.
- Strong customer focus.

Key elements of the position include:

- Provide detail drawing for haul road, road diversion, underpass, sediment ponds, underground tunnel, bridges, drainages and other civil works for tender purposes until project finished.
- Assist Engineer Civil & Environmental Planning to provide volume of cut and fill earthwork based on design released.
- Prepare KPC's infrastructure maps based on civil work capital project as engineer directions.
- Provide actual and long term maps of water management in overall KPC mine site (catchments area, roads, creeks, water flowing, pump directions, etc).
- Provide regularly remaining volume pond or void based on sounding data survey team released.
- Prepare and regularly update contour data, creek, road, drainage from Minex to MapInfo's file.
- Prepare and regularly update computer directories to comply with internal standards, ensure there are computer backups, accurately record drafting and publishing reports/documents as well as enable information to be easily located by other team members
- Manipulate and format drafting plans to provide technically accurate, professional and readily understood documents for the use by both KPC and contracting personnel.
- Coordinate and monitor drafting information, from the mine pits, technical services and other sources, to maintain current data, check for consistency and utilise in the production of technical reports.
- Prepare and closely monitor pit progress boundary data such as Clearing, Pit Active, Dump Active, Rehabilitation Area and others for reconciliation and external reporting purposes.
- Deliver and receive survey instrument such as the Global Positioning System (GPS), Total Station and others to/from vendor for service/calibration purposes.
- Demonstrate and encourage conformity to and implementation of HSE regulations, policies, rules and systems.
- Implement and supervise implementation of business and performance improvement within work unit.
- Implement activities as instruction to achieve efficient and optimum manner.



Closed on 11 October 2023

For registration, you can scan QR code or access link :
<https://forms.office.com/r/1SKeyDeYDw>

