

## Technical Administrator

### Goal

To produce drawings (chiefly specification drawings) and/or register and manage technical facility drawings and files, within the scope of the information systems developed for that purpose and according to guidelines, with the aim of being able to satisfy the need for current technical facility files/information at all times.

### Context

Reports to/receives hierarchical guidelines from one of the following staff members:

- Service Department Director
- Head of Department
- Team Leader

RESULTAREAS			
Main activity	Frame	Result	Activity
<b>1. Drawing (variant)</b>			
To produce drawings (chiefly specification drawings), plans and/or installation diagrams.	User/client requirements/specifications  Procedures and/or work instructions  Functional and technical possibilities offered by the drawing software	Documentation for new construction, renovation, maintenance and revision	<ul style="list-style-type: none"> <li>- Working out sketches supplied by third parties in greater detail</li> <li>- Drawing and assigning dimensions to technical and spatial objects</li> <li>- Draw construction details (chiefly specification drawings), plans, installation and schematic diagrams.</li> <li>- Review/update existing drawings and other technical files</li> </ul>
<b>2. Registration of Technical Files</b>			
To register technical files using a computerised information system	Procedures and/or work instructions  Information system	Contribution to a complete and updated system of technical files	<ul style="list-style-type: none"> <li>- Actively collect technical files from project managers, superiors, users and third parties</li> <li>- Select technical files</li> <li>- Analyse files and enter them into the information system</li> <li>- Define and enter (search) criteria into the information system</li> </ul>
<b>3. Management of Technical Files</b>			
To manage technical files	User requirements  Procedures and/or work instructions  Functional and technical possibilities of the software	Optimum availability of up-to-date files for users	<ul style="list-style-type: none"> <li>- Edit technical files based on supplied/independently detected updates</li> <li>- Manage paper files such as manuals and maintenance and operation regulations</li> <li>- Draw up file descriptions, references to other files and file overviews for users</li> <li>- Publish files to be edited by third parties</li> <li>- Blok/register files that are being updated</li> </ul>
<b>4. Information Provision</b>			
To provide information and transfer technical files to users, clients and third parties	User/client/third party requirements  Procedures and/or work instructions	Facilitation of the efficient use of technical files	<ul style="list-style-type: none"> <li>- Notify users of the existence of rekenaart technical files</li> <li>- Provide information about procedures and content of technical files and their options for use</li> <li>- Make available technical files and handle their lending administration</li> </ul>
<b>5. Functional Application Management</b>			
To monitor and analyse the	Requirements and standards	Optimum functioning of ICT	<ul style="list-style-type: none"> <li>- Diagnose and analyse operating problems of ICT products</li> </ul>

RESULTAREAS			
Main activity	Frame	Result	Activity
operation and functionality of ICT products, and additionally take any necessary preventive and corrective measures	Procedures and/or work instructions	products	<ul style="list-style-type: none"> <li>- Make proposals for modifications in ICT products</li> <li>- Design and implement structural modifications in ICT products</li> <li>- Implement modifications, maintenance procedures and production timetables</li> <li>- Test modifications according to adjusted requirements</li> </ul>
<b>6. Coordination of Work (variant)</b>			
To coordinate the work to be carried out by the department staff (and third parties)	Authorisations and guidelines	Facilitation of targeted, efficient and high-quality performance of work	<ul style="list-style-type: none"> <li>- Inform staff about the goals and results to be attained</li> <li>- Provide directions and instructions about methods and procedures to be employed</li> <li>- Draw up (or delegate the drawing up of) schedules and coordinate days off</li> <li>- Co-evaluate the results and supervise and facilitate the timely and appropriate qualitative and quantitative progress of the work and/or assignments</li> <li>- Resolve or report any problems encountered that staff cannot or are not permitted to resolve</li> <li>- Supervise outsourced work</li> </ul>

### Ranking criteria Technical Administrator

Function level Ranking criteria	Technical Administrator 1	Technical Administrator 2	Technical Administrator 3
<b>Drawing</b>	Independently produce drawings (chiefly specification drawings), plans and/or installation diagrams.	Independently produce drawings (chiefly specification drawings), plans and/or installation diagrams.	Produce drawings or not applicable.
<b>Coordination of work</b>	Coordinates the department staff's work.	not applicable	not applicable

### Ranking Rules Technical Administrator

Technical Administrator 3 applies if all criteria described for Technical Administrator 3 are met

Technical Administrator 2 applies if all criteria described for Technical Administrator 2 are met

Technical Administrator 1 applies if all criteria described for Technical Administrator 1 are met