

CURRICULUM VITAE

LEON OSWALD STEPHORD TITUS

PERSONAL PARTICULARS

NAME : LEON OSWALD STEPHORD TITUS

Place of Birth : Bloemfontein

Tertiary : In-house training / Damelin (Advanced Project Management, Microsoft Project)

QUALIFICATIONS / MEMBERSHIPS

Professional Architectural Technologist
SACAP (South African Council for the Architectural Profession) – T1181

CURRENT EMPLOYER & POSITION AT ENTERPRISE

Senior Architectural Technologist at ROODT* Architects

PROFESSIONAL EXPERIENCE

COMPANY NAME : Mouton & Haasbroek Architects

AREA : Bloemfontein

PERIOD STARTING : February 1983 – December 1986

Obtained in-house training in various fields in relation to Architecture, i.e. draughting of sketch plans, as well as working drawings, site inspections and determining contour levels (theodolite land surveying).

COMPANY NAME : Househam Henderson Moteane Architects

AREA : Bloemfontein

PERIOD STARTING : January 1987 – June 1999

POSITION HELD : Senior Architectural Technician

Work with a highly motivated team of architects. In addition to above-mentioned tasks, duties included liaison with our various clients; drawing of sketch plans and working drawings; doing site surveying as well as site inspections and quality control; attending site meetings for various projects

as well as attending seminars where new building products were introduced. Duties also included supervision over draughting personnel, as well as draughting of sectional title drawings.

COMPANY NAME : Bianca Trust
AREA : Bloemfontein
PERIOD STARTING : July 1999 – January 2000
POSITION HELD : Architectural Technician,
Project Leader

COMPANY NAME : Boucon Construction
PERIOD STARTING : August 2000 – February 2001
POSITION HELD : Site Foreman

With BC Construction on contract basis as Site Foreman at Brandwag Shopping Centre from November 2002 up to the end of May 2003.

Worked with Tomane Moteane Architects on contract basis as Architect Technician, and Site Agent on the CW Malan Building in Bloemfontein from 1 May 2003 to January 2004.

ILISO Consulting Engineers in Bloemfontein from February 2004 to October 2004.

Duties included were:

1. Draughting of all working drawings in the engineering field as well as architectural.
2. Site inspections on all construction sites in the Free State.
3. Inspections of raft foundations, roof construction, quality control on all building work, etc.

ABSA PSM (Property Solutions Management) from November 2004 to July 2008 as FM Consultant (Project Manager)

Duties:

1. Responsible for new projects and maintenance of ABSA buildings in the Free State, Northern Cape, North West and Eastern Cape.
2. Budgeting.
3. Payment of invoices.
4. Handling of various maintenance contracts of my portfolio.
5. Compiling Bills of Quantities.
6. Tender documents, procedures.

7. Reporting to Head Office (tracking sheets, etc).
8. Handling of day-to-day branch enquiries.

CURRENTLY EMPLOYED AT ROODT* ARCHITECTS FROM AUGUST 2008 AS A SENIOR ARCHITECTURAL TECHNOLOGIST

Duties:

1. Architectural site agent and manager on various project sites.
2. Draughting of technical drawings.
3. Provide onsite training for building contractors

SOFTWARE MASTERED : - Caddie for DOS & Windows (Ver. 17)
- MS Word
- Power Point
- Excell
- Word Perfect
- Windows 95, 98, 2000 & Millennium
- AutoCad LT

COURSES : - Basic Fire Fighting
- Basic Property Programme (BPP) UP
- Intensive Project Management
- Programme (IPMP) UFS
- Property Intermediate Programme
- (PIP) UP
- Advanced Project Management
- (Damelin)
- Microsoft Projects (MSP) Damelin

OVERVIEW OF EXPERIENCE

- Compiling of technical documentation
 - Site supervision and inspections
 - Assisting colleagues on all technical issues of construction
 - Project Management
 - Budgeting
 - Meetings and reports
 - Compiling BOQ for tenders
 - Handling of any maintenance issues of buildings
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SELECTED PROJECTS

Lee Marco Centre, Heidedal	:Value – R800 000-00
Gaongalelwe Clinic, Thaba 'Nchu	:Value – R750 000-00
Mmabana Cultural Centre, Thaba 'Nchu	:Value – R2,5m

Paradise Hall, Mangaung	:Value – R250 000-00
Manpower Centre, Thaba'Nchu	:Value – R1.8m
Reitz Petsana Clinic, Reitz	:Value – R650 000-00
Cairn Hall Nursing Home, Bloemfontein	:Value – R350 000-00
Heidedal Town Houses, Bloemfontein	:Value – R1,15m
Botshabelo Pleasure Resort, Botshabelo	:Value – R1.2m
St Thomas Church, Botshabelo	:Value – R835 000-00
Freddy Kenny Shopping Centre, Mangaung	:Value – R1.5m
Lindley Prisons, Lindley	:Value – R1.3m
Detention Barracks, Tempe Military Base	:Value – R1.6m
Botlehadi Primary School, Mangaung	:Value – R3.5m
Government Garage, Bloemfontein	:Value – R2.2m
Various ABSA Projects	:Value – R1 to12m

All the above projects were done between 1989 and 2000 except the ABSA projects.

OUTLINE OF RECENT ASSIGNMENTS

- Managing all technical issues of extensive renovations at Glen Agriculture College
- New Regional Offices for Department of Public Works in Bloemfontein – Architectural Site Agent and Supervision
- Naudes Attorneys Office Block – Managing the redoing of sandstone cladding to external walls
- Free State House Alterations and Additions
- Wesleyan School Renovations / Mapikela House
- Managing all technical issues of the New Teachers Education Complex at CUT
- Lecturer at Qualitas Career Academy (Lecturing Building Science and Draughtsmanship)