Role definition

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| Job title: | CAD Technician - HV | | |
| Reports to: | Office Lead – Power | | |
| Direct reports: | N/A | | |
| Business sector: | Power | Location: | Warwick |

Summary

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| BakerHicks has grown rapidly in the Transmission & Distribution sector over the last ten years and has been successful in winning a number of key projects within the UK. As the demand to deliver exceptional engineering design to our clients continues to grow, an opportunity has arisen for a CAD Technician to be based in our Warwick office.  The CAD Technician role will be reporting to the BakerHicks Office Lead - Power and will be responsible for carrying out draughting with AutoCAD, Microstation and other design tools.  The candidate must have proven experience in the transmission and distribution sector and must have a reasonable understanding of technical aspects of High Voltage (HV) Underground Cables, Overhead lines (OHL) and Substations, as well as presenting good communication skills.  The candidate must be enthusiastic, proactive and mature enough to operate in a diverse team. This role can lead to a variety of career paths for the employee as they develop through BakerHicks. |

Key objectives

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| The candidate’s key objectives shall include:   * Provide a CAD service to our customers that excels by delivering first class service. * Liaise with the multi-disciplined CAD team to assist in the delivery of projects. * Inspire exchange of knowledge with other technicians and engineers. * Promote and achieve Perfect Delivery throughout the team. |

Principal responsibilities and accountabilities

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| The principal responsibilities and accountabilities of the candidate will be:   * Liaise with other team members in a multi-disciplinary environment to achieve holistic design solutions to the customer brief. * Ensure thorough checking and accuracy of deliverables and recording of documentation. * Provide support to junior technicians in their professional development. * Effective management of time to ensure project timeframes are met * Ensuring task completion is within budgeted constraints and agreed timeframe * Ensure robust application of CAD Standards and client site procedures * Ensure a safe working environment and that all equipment is fit for purpose reporting any failures to operational management team. * Promote “Right first time” and “Zero defects” behaviour within team. * Ensuring that the quality of CAD drawings are compliant with CAD standards. * Adequate exploration of appropriate and most efficient technical solutions to meet client requirements & draw on support of management input. * Produce schematics, models, general arrangement and detailed drawings within the electrical Transmission & Distribution sector * Undertake updates and modifications of drawings in accordance with client standards and procedures in support of owner / operator. * Complete site surveys, ensuring redline information is recorded accurately and efficiently. * Generate drawings accurately and efficiently from survey / redline information * Ensuring service level indicators are met and adhered to, with a focus on ‘right first time’ delivery. * Identify opportunities and recommendations for increasing workflow efficiencies * Process and check incoming drawings from contractors & suppliers. * Maintaining and updating record drawings in accordance with client standards and procedures. * Maintaining drawing records and ensuring accurate document control. |

Person specification

Qualifications and training

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| The ideal candidate will have a proven track record of design in the technical fields of HV Underground Cables, Primary Substation Equipment & OHL Draughting, in particular one or two of the following market sectors:   * Transmission and distribution substations * HV underground cables * Overhead lines (OHL)   The candidate shall be ideally proficient with the following CAD platforms & software, in order of preference:   1. AutoCAD (2D and 3D) 2. Autodesk Revit 3. Civils 3D 4. Bentley Microstation   The minimum required qualification is HNC/ D level. Ideally, the candidate will have achieved EngTech MIET or MICE status, or will be working towards that. |

Technical skills and experience

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| The candidate shall possess the following skills and experience:   * Demonstrate an understanding of technical standards and regulatory requirements for data management * High level of proficiency in the use of AutoCAD 2D and 3D software. * Adequate level of proficiency in the use of Civils 3D software. * Working knowledge of Autodesk Revit or Bentley Microstation would be an advantage but not essential. * Previous CAD experience, preferably in the following market sectors: high voltage transmission and distribution, underground cables, OHLs, substations and utilities & infrastructure. * Good interpersonal and communication skills to ensure effective communication to all levels to both internal and external personnel * Organisational and planning skills, including the ability to deal with multiple tasks. * Excellent time and cost management skills in order to plan and achieve delivery to the desired quality, always attempting to exceed customer expectations. * Competent numeracy and literacy skills. * Ability to work well within a team of other professionals. |