Role definition

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| Job title: | CAD Technician |
| Reports to: | Director/CAD Manager |
| Direct reports: | Graduate engineers/architects and trainees |
| Business unit: | Baker Hicks | Location: | All Locations |

Summary

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| Developing together the strategies that deliver the highest quality comprehensive design service. |

Key objectives

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| * Provide a CAD service to our customers that excels by delivering first class service delivery
* Lead and manage a multi- disciplined CAD team

Promote and achieve Perfect Delivery throughout the team |

Principal responsibilities and accountabilities

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| * Liaise with other team members in a multi-disciplinary environment to achieve holistic building solutions to the customer brief
* Assist in the training and development of other members of the CAD team
* Contribute to the development of the CAD team as required by the CAD manager
* Ensure a safe working environment and that all equipment is fit for purpose reporting any failures to operational management team
* Promote a culture of Perfect delivery within team
* Promote and achieve continuous improvement throughout the team
* Promote and achieve excellent service delivery in order to delight our customers
* Ensure quality of delivery when producing or updating CAD drawings to the CAD standards
* Ensure thorough checking and accuracy of deliverables and record documentation
* Produce schematic, general arrangement and detailed drawings in accordance with the relevant standards and procedures
* Maintain drawing records and ensuring accurate document control
* Communicate and collaborate with the other CAD disciplines
* Provide support to graduates in their professional development
* Provide feedback on the performance of the department from a technical and operational perspective
* Develop positive relationships with customers
* Contribute to cost of further works and resource plans
* Participate in knowledge sharing across team and locations
* Attend and occasionally present in-house CAD courses and seminars
* Keep up to date with design trends/competitor awareness /design techniques
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Person specification

Qualifications and training

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Technical skills and experience

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| * Ability to use AutoCAD 2D and 3D software accurately and efficiently in both AutoCAD (MEP) / Microstation
* Previous CAD experience preferably in the majority of the following market sectors: process, research and development, transport (rail and aviation), healthcare, utilities & infrastructure, and waste and environmental
* Ability to produce 2D M&E deliverables from concept through to fully co-ordinated design for mechanical, pipework, ductwork, public health and electrical systems
* Ability to priorities own workload and undertake instructions from operational management team
* Ability to produce drawings accurately and efficiently from survey information
* Ability to work accurately and methodically under pressure and strict deadlines
* Awareness of project fee spend and deliver commercial objectives
* Ability to ensure cost effective and accurate delivery of all aspects of the CAD service
* Strong demonstrable communication style and interpersonal skills, particularly the ability to influence and negotiate both internally and externally with an open and inclusive style
* High levels of creativity, imagination, vision and enthusiasm to produce distinctive solutions
* A keen eye for the detail of specific tasks, combined with an understanding of how such specifics fit in with the project as a whole
* Organisational, project management and planning skills, including the ability to juggle multiple tasks
* Excellent time and cost management skills in order to plan and achieve delivery to the desired quality to exceed customer expectations
* Competent numeracy and literacy skills

Leadership skills as well as the ability to work well within a team of other professionals |

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