Role definition

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| Job title: | CAD Technician |
| Reports to: | CAD Manager  |
| Direct reports: | N/A |
| Business unit: | Baker Hicks | Location: |  Reading |

Summary

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| Baker Hicks provides a managed service for a major Defence Contractor’s Configuration Management function. Based on the client’s sites, we provide support to Document Control, CAD, BIM, Surveying & Tooling with a team of approximately 70 people. As part of the growth of the service, we have identified the need for a CAD Technician to provide drawing support to the business. |

Key objectives

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| **Key Accountabilities:*** Ensure the SLI process is followed and file management adhered to.
* 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.
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Principal responsibilities and accountabilities

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| **Key Responsibilities:*** 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 built environment and in accordance with client Standards and procedures. (Architectural, Civil & Structural, MEP).
* Undertake updates and modifications of drawings in accordance with client standards and procedures in support of owner / operator.
* Liaise and operate effectively within the CAD team to ensure the co-delivery of our projects on time and to budget.
* 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.
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Person specification

Qualifications and training

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| * Ideally educated to HNC level or above in a BIM related field.
* Certification in use of Revit by Autodesk approved trainer an advantage.
* A comprehensive knowledge of 3D services co-ordination and point-cloud manipulation
* Extensive knowledge of ISO 19650-1 & ISO 19650-2
* Good Knowledge of IT including all MS Packages
* Good presentation skills and ability to manipulate data sets
* Ability to engage with key stakeholders and collate relevant information
* Ability to interrogate data and present results to match client requirements
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Technical skills and experience

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| **Knowledge:** * Undertaking configuration for the life of a project.
* Demonstrate an understanding of technical standards and regulatory requirements for data management
* Understanding the lifecycle of data
* Understanding of construction & engineering methods and processes.
* Understanding of common data environment and Electronic Data Management Systems.
* Awareness of project fee spend and deliver commercial objectives.

**Experience:** * Working within a CAD team as a multidiscipline resource
* Management and manipulation of 2D and 3D CAD information within a common data

environment (CDE). * Working on multi discipline construction & engineering projects.
* Awareness of the existence of building construction and process equipment design data

is an advantage**Skills:** * Good technical skills including problem solving and decision making
* Good oral, written and presentational skills with a particular aptitude for report, documentation and letter writing
* Good interpersonal and communication skills to ensure effective communication to all levels to both internal and external personnel
* Familiarity with standard office software including word processors, spreadsheets, email, presentations and databases
* Good AutoCAD operation and file management.
* Working knowledge of AutoCAD, Autodesk MEP and Autodesk Architecture
* Understanding of Navisworks and Revit
* Awareness of scanned point cloud data

**Behaviours:** * Good interpersonal, communication and organisational skills
* Liaise with other team members in a multi-disciplinary environment to achieve appropriate solutions to the client brief.
* Promote “Right first time” and “Zero defects” when undertaking tasks
* Maintain a good knowledge of current AutoCAD software, CAD standards and procedures

**Special Requirements**: * Security Clearance: SC Minimum with the ability to progress to DV(A) level
* To be fit and able to work on a nuclear licensed site
* Full UK driving license with own transport
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