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. |

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. |

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 |

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 |