

Role definition

Job title:	CAD Technician		
Reports to:			
Direct reports:			
Business unit:	Baker Hicks Limited	Location:	Reading

Summary

A member of the CAD Services Team reporting to the CAD Manager Responsibility for the delivery of drawing configuration using Computer Aided Design (CAD)

Key objectives

Principal responsibilities and 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.
- 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

HNC/D in an engineering subject or equivalent.

Technical skills and experience

- 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.
- 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
- 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, e-mail, 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

Special Requirements:

- Nationality: No Dual Nationality
- 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

NAME	DATE
NAME:	
NAME:	