Role definition

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

Summary

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| 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

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| * 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

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|  HNC/D in an engineering subject or equivalent. |

Technical skills and experience

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| * 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 Nationalility
* 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
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