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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| NAME | DATE |
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