

## Job Description

### CAD TECHNICIAN

#### Reporting To

Drawing Office Manager

#### Key Accountabilities

- Create high-quality detailed technical drawings and plans based on designs supplied by architects and clients and modifications to existing drawings.
- Liaise with architects, engineers and clients to understand their design requirements and provide technical advice to construction teams.
- Ensure drawings are compliant with appropriate Regulations and Building Standards..
- Apply knowledge of materials and engineering principles to check feasibility of manufacture and construction of the product.
- Conduct site visits and surveys when required.
- Present working drawings for use in all stages of the project, tender, manufacture/construction and installation.
- Maintain accurate records.
- Liaise with both internal and external customers to resolve design queries.
- Ensure that drawings meet within the project deadlines.
- Identify potential problems and create solutions.
- Any other duties as required by the Drawing Office Manager

#### Person Specification

- Auto CAD experience and familiar with dynamic blocks
- Understanding of construction methods and manufacturing processes.
- General building knowledge in terms of drafting or practical experience
- Strong communication skills
- Ability work on your own initiative
- Good planning and organisational skills
- Forward thinking
- Full driving licence
- Proven ability in problem solving
- Ability to plan and prioritise workloads
- Excellent attention to detail.
- Reliable and trustworthy
- Enthusiastic and motivated