

## CAD TECHNICIAN

### JOB DESCRIPTION

#### Main Purpose

To produce clear and accurate drawings in accordance with the customer requirements.

**Responsible To** Drawing Office Manager

**Location** Unit 9a, Thorpe Way, Banbury OX16 4SP – Hawkins 3 and site locations

#### Key Responsibilities

- 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 are produced within the project deadlines
- Identify potential problems and create solutions
- Support the Drawing Office Manager with general administration for the drawing office
- Any other duties as required by the Drawing Office Manager

### PERSON SPECIFICATION

#### Preferred skills and experience

- Experience of the UK structural steelwork industry
- Steel detailing experience

- Full working knowledge of Tekla Structures software
- 3D Modelling experience
- Ability to produce GA's assembly and part drawings
- Ability to raise and interpret RFI's
- Good understanding of cold and hot rolled steel
- AutoCAD experience
- Strong communication skills
- Ability work on your own initiative
- Good planning and organisational skills
- Forward thinking
- Full driving licence
- Reliable and trustworthy
- Enthusiastic and motivated
- Proven ability in problem solving
- Ability to plan and prioritise workloads
- Excellent attention to detail