

**Job Title:** CAD Technician, Mechanical/Electrical Building Services

**Department:** CAD

**Reporting to:** Princes Risborough CAD Manager

**Place of work:** Princes Risborough

**Hours of Work:** 37.5 Hours per week, Monday to Friday

**Overall Purpose of the Job:** To undertake drawings in line with the day-to-day requirements of the CAD department and to provide cover for the CAD Manager in his/her absence.

**Key Responsibilities:**

**CAD**

1. Produce CAD drawings for company projects accurately and to prescribed deadlines.
2. Be familiar with and adhere to Quality Assurance procedures and Silcock Dawson and Partners Drawing Standards at all times.
3. Liaise with Princes Risborough CAD Manager on a daily basis with regard to drawing production requirements.
4. Liaise with specific engineers regarding drawing requirements, as and when appropriate to ensure technical information supplied is correctly interpreted onto the drawings.
5. Be familiar with and aware of all aspects of the general running of the CAD Department in order to provide cover for Princes Risborough CAD Manager during times of his/her absence.
6. Familiarity with 3D would be an advantage but not essential.

**General**

1. Print and plot drawings as and when required.
2. May be required to work overtime from time to time.