



Job Description

CAD TECHNICIAN

Department:	Operational Intervention
Grade:	Scale 3
Responsible to:	Risk Information and Mapping Data Manager
Responsible for:	No supervisory responsibilities

Main purpose of the job

Working within a group, to be responsible for accurately preparing drawings of premises as required for Fire Safety and other purposes. To prepare such drawings using computer-aided design software, utilising specifications and instructions supplied by inspecting/briefing officers.

Key Duties and Responsibilities

- To prepare plan drawings for buildings and premises, using specified software. Interpreting specifications and instructions supplied by inspecting/briefing officers, specifications will vary in quality from architectural standard to rough sketches.
- To ensure that all work conforms to the adopted protocols, house styles and other requirements.
- To implement and maintain any necessary plan filing systems and associated records, utilising both manual and electronic formats as appropriate.
- To act as a first point of contact in respect of queries arising from the preparation of plans and drawings.
- To liaise with other CAD Technicians based elsewhere within the Fire and Rescue Service in order to ensure that the overall workload is evenly distributed and completed to required timescales.
- To develop a good working knowledge of the computer-aided design systems utilised, together with the associated operating systems and peripherals and to provide day-to-day system support.
- To promote, implement and comply with Service policies, procedures, practices and principles, ensuring that service delivery and employment decisions are made in accordance with published Service policies, particularly those relating to equality of opportunity. To treat all individuals, without exception, with dignity and respect. To initiate appropriate action and procedures when breaches are evident.

- Any other duties which from time to time may be assigned which are consistent with the nature and responsibilities of the post.

Contacts:

Frequent contact with those Fire & Rescue Service staff responsible for initiating, preparing and using plan drawings.

The job description sets out the main duties of the post at the time it was drawn up. Such duties will vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Person Specification

CAD TECHNICIAN

Qualifications and Training

The applicant **MUST** have:

- Completed training in the use and application of established computer-aided design software (preferably Autocad);

It is **DESIRABLE** that the applicant has:

- a recognised design qualification;
- a recognised IT qualification;

Experience

The applicant **MUST** have:

- experience of using recognised computer-aided design software, gained in a commercial/business environment;

It is **DESIRABLE** that the applicant has:

- experience of using Autocad 2000, AEC or ADT;
- Knowledge of Autodesk Architectural Desktop 2005;

Skills and abilities

The applicant **MUST** have:

- good communication skills;
- spatial awareness;
- good organisational skills, including the ability to plan and work within deadlines;
- the ability to produce accurate work and to give attention to repetitive tasks;

- the ability to work as a member of a small team;

Other factors

The applicant ***MUST***:

- show a commitment to equality of opportunity;
- be able to travel between locations.