

Job Description

Job Title	CAD Technician
Department	Services
Location	Bathgate, travel as business needs require
Reporting to	Operations Manager
Line Manager to	N/A
Key Relationships	CAD Team, Services/Design Administration Department, Operations Manager, Contracts Manager, Customers, Clients, all trades.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Overview of role:

Everwarm are presently delivering multiple framework contracts to various clients across and have secured further long-term work. You'll become a part of the team within Everwarm's vast delivery network, which have been working for all our clients throughout the years.

We are looking for an enthusiastic individual who can be tasked to manage themselves and also be a part of an overall team supporting all areas of the business.

This position has considerable responsibility producing drawings for approval by our clients. This will involve reading and interpreting drawings from surveyors, applying technical knowledge of and providing design solutions. It will require liaising with customers and suppliers to acquire the exact end result. You need to enjoy being challenged: have self-motivation and the ability to multi-task and work under pressure in a fast-moving workplace. Ideally, you will experience and/or exposure with renewable energy.

Main Duties and Responsibilities:

- Verification and control of documentation/drawings supplied, allowing Completion Certificates (Partial or Final) to be issued as part of the design approval process
- Translate and convert hand drawings and sketches into CAD systems and redesign accordingly to mark-ups and specifications
- Assist with the management and maintenance by effectively and efficiently controlling records within the Company's document management system
- Creating and implementing work methodologies and strategies
- Ensure highest standard of customer service by working to agreed business standards of service on time and quality delivery
- Carry out any other duties which are appropriate to the post as requested by your Team Leader
- Some site Survey works will be required within the Role

Job Description

The Individual

Qualifications

- An HND in Architectural Technology is required although preference will be given to candidates who are degree qualified

Skills

- Excellent proficiency in AutoCAD and Windows IT systems (Outlook, Word, Excel)
- Numeracy, analytical thinking and attention to detail
- Ability to meet deadlines and co-ordinate the delivery dates of drawings from several sources
- To read and understand drawings and technical specifications and interpret them for requirement
- A good telephone manner and clear communication

Additional Requirements:

- Disclosure Check
- Full Clean Driving License

What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Access to Flexible Benefits Scheme (including buy/sell holidays, discount to retailers, bike to work scheme, Healthshield care plan, and many more).
- Work for PLC Company with option to join share save scheme.