

## JOB DESCRIPTION

Job Title: CAD Technician, Wolverton

Department: Design

Reports To: Design Director and Design Manager

### Job Objectives

To produce detailed construction and fabrication drawings and produce bills of materials for new stage, seating and other temporary structures. You'll ensure designs/structures are detailed and quantified accurately.

### Responsibilities

- Produce construction and fabrication drawings and bills of materials for staging, grandstands and bespoke temporary structures.
- Choose appropriate materials based on structural specifications.
- Collaborate with clients' technical teams and project managers.
- Develop design ideas using CAD software.
- Ensure all projects meet building codes.

### Health & Safety

- Develop and maintain an awareness of Health & Safety relating to your role.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

### General Responsibilities / Expectations

- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.
- To behave in a manner that reflects positively on the company at all times.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the company.
- To demonstrate an understanding and commitment to the principles of confidentiality.
- To work in a manner that is sensitive and empathetic to the culture of the company.

### Training and Development

- Participate fully in training and development in accordance with the company's training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.

Signed:

Date:

Print Name: