

## Job Description

### **Role: Technician**

#### Responsibilities:

- ~ Responsible for accurate and reliable production of 2D technical drawings and/or 3D REVIT models from engineering sketches, mark-ups or models
- ~ Delivery of structural steelwork drawings, reinforced concrete drawings and RC detailing and schedules
- ~ Working closely with engineers to understand the structural design intent
- ~ Checking of drawings from specialists such as; steel fabricators, trussed rafters, precast concrete products
- ~ Use of digital libraries of technical details to improve efficiency of production of detailed design drawings
- ~ Collaboration and discussion with engineers and senior technicians
- ~ Document control of both incoming and outgoing documents
- ~ Be aware of the financial health of project fees and work efficiently to work within the fee budget
- ~ Identify and meet effectively the requirements and expectations of clients
- ~ Operate the company management and admin system, quality control and document management in line with company policy
- ~ Work with consideration to the project programme and issue deliverables by the deadline set either internally or by the project itself

#### Requirements

- ~ Proficient in the use of 2D CAD and/or 3D REVIT Structure
- ~ Excellent presentation skills and attention to detail
- ~ General understanding and working knowledge of common construction materials as well as modern methods of construction
- ~ Competent in using all software within Microsoft Office
- ~ To work on own initiative and as part of a team of engineers and technicians.
- ~ Capable of producing simple hand sketches to convey ideas, when required
- ~ Good organisational and interpersonal skills

- ~ An appreciation of Construction Design Management (CDM), Health and Safety Regulations, Building Regulations and Design Codes
- ~ Excellent verbal and written communication skills
- ~ Effective team worker, contributing to the team and wider objectives
- ~ Comfortable with corresponding with professionals outside the company (e.g. architectural technicians)
- ~ Organise and prioritise your own time and tasks to enable the simultaneous running of several projects