

Northumberland County Council
JOB DESCRIPTION

Post Title: Assistant CAD Technician		Directorate/Service/Sector: Local Services, Technical Services, Design		Office Use	
Grade: Band 6		Workplace: County Hall and various locations & construction sites in the North East			
Responsible to: Senior CAD Technician		Date: Jun 2020 / STR		Manager Level:	
Job Purpose: To produce construction and as-built drawings to facilitate the delivery of the LTP Capital Programme and other external schemes. To provide support to professional staff in the provision of highway services.					
Resources	Staff	Act as a mentor / supervisor for trainees or technical support staff on particular projects. Contribute to the supervision and co-ordination of Sub-consultants and external contractors.			
	Finance	Contribute to the production of construction drawings to enable quantities and preparation of quantities for Internal & External Capital schemes. Joint responsibility for elements of the LTP Capital Programme and also for additional internal / external projects. Jointly responsible for the accurate monitoring of drawing office costs and the management of the drawing office production programme. Contribute to income generation for the section.			
	Physical	Contribute to the production of accurate as-built records and the updating of the asset inventory. Shared responsibility for the administrative and technical data resources for the team, including the security, maintenance and accuracy of highway related records. Assist in overseeing the acquisition and deployment of goods and services for project delivery.			
	Clients	Contribute to the provision of services that directly impact upon the health safety and wellbeing of highway service users. Deal with complaints as they arise.			
Duties and key result areas:					
<ol style="list-style-type: none"> 1. Assist in the development of maintenance and improvement projects to the County Councils Highway Infrastructure Assets to achieve the overall aims and objectives of the LTP capital programme and to ensure the effective stewardship of the Highway Assets in accordance with National Standards. 2. To work closely with design, quantity surveying and construction staff and contribute to translating engineering designs into fully detailed engineering drawings that will enable accurate scheme pricing and maximise buildability for internal construction staff or external contractors. In the case of external contractors contribute to the production of engineering drawings that are sufficiently detailed to permit accurate tendering whilst minimising opportunities for financial claims resulting from errors or omissions. 3. To work closely with design, quantity surveying and construction staff to record and detail all construction changes and be individually responsible for producing fully detailed as-built drawings that will be used to update the asset inventory and form the basis for future maintenance programmes. 4. Comply with all Health and Safety, Environmental and Financial Legislation including compliance with personal technical competency requirements and project compliance under the CDM 2015 Regulations to protect the Council and individual staff and senior managers from litigation. 5. Contribute to specific professional and service related projects or delivery initiatives in accordance with given terms of reference or objectives. 6. Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues. 7. Assist with the interpretation, explanation and enforcement of statutory and County Council regulations ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions through negotiation. 8. Assist to monitor scheme progress against programme and to coordinate construction / contractor led detail changes. 9. Adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnering arrangements for the delivery of high quality highway services. 10. As a member of the services professional team, support the corporate planning and management of the highway service. 					
Work Arrangements					
Transport requirements:		Travel to work sites, area offices or training venues throughout the county and further afield on occasion.			
Working patterns:		Normal office hours but flexi hours apply. Frequent programmable outdoor work.			
Working conditions:		Some exposure to outdoor working, lone working, adverse weather conditions, hazardous highway environments and construction sites, including working at heights, in water, confined spaces and negotiating rough terrain.			

Northumberland County Council
PERSON SPECIFICATION

Post Title: Assistant CAD Technician	Director/Service/Sector: : Local Services, Technical Services, Design		Ref: 3696
Essential	Desirable		Assess by
Qualifications and Knowledge			
<p>ONC / OND in Civil Engineering or other relevant subject area. Broad knowledge of Computer Aided Drawing together with some knowledge of one or more of: Reinforced Concrete Detailing, Steelwork Detailing, Highway Detailing. Appreciation of the main theoretical, procedural, design standards and professional best practice issues relating to the service. Appreciation of current legislation, regulations, policies, procedures, trends and developments related to the service. An understanding of the relationship between costs, quality, customer care and performance. Evidence of professional study and / or personal development.</p>		<p>A recognised qualification relating to duties as a Designer under the CDM2015 Regulations. Registered with the Construction Skills Certification Scheme</p>	
Experience			
<p>Recent practical experience in the production of construction and as-built drawings for highway related construction projects. Previous experience in one or more of the following specialisms: Reinforced Concrete Detailing, Steelwork Detailing, Highway Detailing. Experience in applying a range of methods, tools and techniques with regard to the production of construction and as-built engineering drawings. Experience in delivering projects to successfully achieve set objectives.</p>		<p>Experience of working in a comparable private sector technical organisation. Experience in a particular relevant specialist technical area. Experience in engaging effectively with others and building productive partnerships.</p>	
Skills and competencies			
<p>Effective Computer Aided Drawing skills combined with analytical and technical skills Effective technical IT skills and effectively able to use ICT to achieve work objectives. Numerate and skilled in analysing / reasoning with design and construction related problems.</p>		<p>Skilled in the use of Microsoft Office and ORACLE applications.</p>	
Physical, mental and emotional demands			
<p>Normally works using a VDU from a seated position with some need to drive to construction sites. Need to maintain a high level of awareness with significant periods of enhanced concentration. Ability to work to tight deadlines, changing priorities and to react to difficult situations in a timely and professional manner.</p>		<p>Prepared to be relocated on site or area office on a semi-permanent basis to assist with the delivery of medium to large scale schemes.</p>	
Motivation			
<p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness and respect for others. Assists managers to create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated and works with little direct supervision.</p>			
Other			
<p>Able to meet the travel requirements of the post regarding the holding of an EU driving license. Personality, conduct and technical credibility that engages and commands the confidence of colleagues. A strong commitment to continued professional development.</p>			