

JOB DESCRIPTION AND REQUIRED SKILLS

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| Role Title: Design Manager/CAD Technician | Reports to: Managing Director |
| <p>ROLE PURPOSE: A design manager assumes the combined roles of CAD Technician and a Manager in design. This role will take a holistic view of Granite Le Pelley’s design production capability. The Design manager will be responsible for producing high quality construction drawings, details and cutting lists. Creating design plans for Stone products, structures, buildings. Producing manufacturing drawings, providing information, placing orders, follow up production and arrange transportation of goods. Designing in either 2D (surface modelling in AutoCAD) or 3D (solid modelling in REVIT) drawings.</p> <p>Depending on the projects you may also need to conduct site surveys or templates, while working closely or managing the Design Coordinator, Project Manager or external stakeholders (including but not restricted to; Consultants, Clients, Architects, Designers and Contractors).</p> <p>OUR STORY Established in 1982, we specialise in the design and detailing, procurement, installation of natural stone and architectural precast concrete for private, commercial and public buildings. Granite Le Pelley has experience in an extensive range of work; major cladding and masonry projects, paving, internal flooring and wall lining, random walling laid in the traditional style and stone supply for all types of work. Granite Le Pelley is proud of having an experienced, and highly skilled workforce capable of undertaking virtually any size or type of project.</p> <p>OUR PHILOSOPHY – PASSION – QUALITY - SERVICE Our core philosophy centres around business excellence, investment in our people, responsibility to our community, teamwork, innovative thinking and entrepreneurial spirit. Through this we strive to bring the best service to our customers by delivering quality products while developing excellent long term relationships.</p> <p>OUR PARENT COMPANY As a part of the Garenne Construction Group, we benefit from significant parent company support and a wealth of experience from all areas of the construction industry to complement our own capabilities.</p> | |

Responsibilities and Duties:

Production of Drawings:

1. General Arrangement (GA), Plans, Sections, Details and Construction Drawings
2. Production of detailed drawings including drawings for the stone, fixing
3. Cutting schedules, detail sheets, template QA documentation
4. Preparation of drawing register
5. Comply with relevant BS and Code of Practice

Project Management:

1. To manage the design progress with Architect/ Structure engineer / Client / Main Contractor (including all necessary meeting / correspondence),
2. To manage staff, projects and output of the CAD function
3. Procurement if both soft and hardware

4. Site surveys using EDM and other equipment (with training)
6. Preparation of order for factory production
7. Consult with and or obtain quotation from stone factories and stone fixing supplier
8. Pricing tenders and take off

Quality:

1. Ensuring the quality of the drawing meets the standards of the Managing Director and the needs of the client and site operatives.
2. Management of drawing issued for construction to be used by site operatives
3. Alert other team members to issues of quality and risk
4. Contribute to the effectiveness of the team by reflecting on own and team activities and make suggestions on ways to improve and enhance the team's performance
5. Ensuring correct architectural layouts are utilised
6. Ensure every drawing is professional and adhere to applicable project standards
7. Ensuring every drawing is legible.

Time Management:

1. To ensure you plan effectively to meet deadlines
2. Review all new information received in a timely manner, checking for discrepancies and changes
3. Effectively manage own time, workload and resources.

Administrating and Standards

1. Order all necessary materials on time and within the budget
2. Filing correctly all project information
3. Create standardisation processes for others to follow
4. General office administration.

Communication:

1. Communicate effectively and respectfully with all Colleagues/ Architect/ Structure engineer / Client / Main Contractor
2. Recognise people's needs for alternative methods of communication and respond accordingly.
3. Ensure effectively, professional and efficient external communication with supplies, service providers.

Health and Safety:

1. Develop the design by taking in consideration the weight and the handling operations.
2. To assist in promoting and maintaining their own and others health, safety and security as defined in the Health and Safety Policy.
3. Demonstrates knowledge of infection control policies and procedures, maintaining a safe and clean environment.

Equality and Diversity:

1. To act in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with our procedures and policies, and current legislation.
2. Respecting the privacy, of our clients
3. Behaving in a manner, which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Carry out any other duties:

To carry out any other duties as reasonably required by your Manager. This is not intended to be an exhaustive list of responsibilities, and it is expected that you will participate in a wide range of activities as required for the successful running of the Business.

Statutory Requirements:

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Required knowledge, skills and abilities:

1. Professional working experience with AutoCAD (and not essential but is an advantage if experience on 3D design software obtained)
2. A good understanding of construction (and how materials are installed)
3. Ability to work to deadlines and prioritise
4. Good organisational skills, team spirit and rigor,
5. Good level of written and spoken English,
6. Microsoft Office (Excel, Outlook, Word, etc.)
7. Vocational education or Degree level qualification, e.g. Bachelor's Degree in Architecture or BTEC in Construction, etc.
8. Previous experience of working for a sub-contractor/main contractor, or architectural detailing (i.e. Plan of work stages 3-5),
9. Previous knowledge of stone is not required but is an advantage,
10. Experience in consultation or obtaining quotation
11. Experience in take off