



Job Title: CAD Technician & Graphic Designer	Directorate: Service Delivery Support Unit: Special Projects
Post No: 1415 & 1417	Grade: H8

1. Job Purpose

- 1.1 To manage, control and ensure the safe storage of existing CAD plans for a range of buildings in Avon Fire & Rescue Service (AF&RS) Unitary Authority Areas, and to facilitate access to these by AFRS personnel and outside authorised bodies.
- 1.2 To support AF&RS through the production of CAD plans and drawings, using AutoCAD for identified high rise buildings and other sites or buildings as required.
- 1.3 To give technical advice about CAD methods and procedures.
- 1.4 To design, create, manage and maintain new and existing databases and spreadsheets for all document change and control procedures and registers using Access and Excel.
- 1.5 To design and produce a range of documents, charts, promotional material and presentations using industry standard software, when required.

2. Background

- 2.1. AF&RS serves the Unitary Authority Areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire, with fire stations and office locations in each. Avon Fire Authority consists of members from the four authorities. AF&RS's headquarters is based at Police & Fire Headquarters, Portishead, with area offices in Bath, Weston-super-Mare, Yate and Lansdown.
- 2.2. In total, AF&RS has twenty one operational fire stations, serving an area of approximately 133,245 hectares with a population of just over one million. AF&RS employs over 850 employees, made up of wholtime and on call duty firefighters, control and support staff.
- 2.3. The Service is organised into three Directorates, Service Delivery, Service Delivery Support and Corporate Services. This post sits within Service Delivery Support, although the CAD function is a stand-alone section.

3. Duties and Responsibilities

- 3.1 Create drawings using AutoCAD from initial draft plans using industry standard software and computer equipment (AutoCAD), including draft and final 2D plans/drawings, 3D models using AutoCAD, as required to meet customer requirements.

- 3.2 Be proactive in the development of good CAD practices to promote efficiency and accuracy by designing and developing templates, multi-use blocks and by customising the CAD user environment.
- 3.3 Make visits as required to industrial, commercial and other properties to study building layouts, in order to note details to assist with the accurate production of plans.
- 3.4 Produce accurate drawings for incorporation in Coroner's and Fire Investigation Reports, ensuring they include all information relevant to the incident scene. Liaise with relevant officers as necessary.
- 3.5 Convert other drawings and plans to electronic format, including Drawing Web Format (DWF or PDF), for circulation, storage and printing as required.
- 3.6 Produce quality documents, posters, brochures, leaflets, promotional materials and presentations etc. using industry standard software (for example:-Photoshop and PowerPoint) when required. Undertake design work or give advice and contribute ideas on design, as required to meet customer requirements.
- 3.7 Ensure that finished work is accurate, of the highest standard and complies with the corporate style/image, liaising with customers about changes or proposed improvements. Ensure work is completed on time, as far as reasonably practical, keeping customers informed of unavoidable delays, etc.
- 3.8 Devise and develop working practices of the CAD Technician Role and produce, store and make available for inspection working instructions and procedures that accurately reflect these.
- 3.9 Be proactive in identifying and resolving problems in working procedures within, or relevant to, the CAD role. Design, develop and maintain data management files as required for customers or for recording and organising CAD workload using industry standard programmes, e.g. Microsoft Access databases and Excel spreadsheets.
- 3.10 Identify any training, maintenance or upgrades required, and make recommendations to your line manager.
- 3.11 Provide instruction and direction in the use of drawing office equipment and plan drawing techniques for Service employees, as and when required.
- 3.12 Provide professional input into the ongoing development of Service CAD systems, and assist with the evaluation and installation of new/upgraded software as required.
- 3.13 Maintain an awareness of developments in the CAD field, and attend such training courses, seminars etc as deemed necessary.
- 3.14 Provide training in the use of industry standard programmes, e.g.: Microsoft Word, Access database and Excel spreadsheet to colleagues as and when required.
- 3.15 Provide support for and participate in projects within AF&RS as required.

General

- 3.18 Ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
- 3.19 Ensure that, both in your dealings with other employees and with members of the public, you adhere to the principles and standards outlined in the Equality and Fairness Policy. You are responsible for making your supervisor aware of literature, language or behaviour that offends against that policy and the dignity of personnel.
- 3.20 Ensure you perform all duties in accordance with the principles and requirements of Data Protection legislation.
- 3.21 Carry out such other duties as may reasonably be required in relation to a post of this nature, without prejudice to your right to seek a re-evaluation of the post.
- 3.22 This Job Description contains only the main duties and responsibilities for this post and does not describe in detail all the duties required to carry them out.

4 Qualifications & Experience

Essential

- Qualified in the use of Computer Aided Design equipment (City & Guilds, or equivalent), or an equivalent level of technical knowledge, skills, and industry experience.
- Significant and relevant experience in the use of AutoCAD
- Ability to maintain an awareness of CAD developments
- Able to create, modify and manage your own drawing environment within AutoCAD, setting own parameters and short cuts for maximum efficiency
- Ability to use the Customisation User Interface, personalise toolbars, create and manage templates and multi-use blocks
- A thorough knowledge of current Windows and Microsoft Office Suite applications and image manipulation software (e.g. Photoshop)
- A good communicator, with the ability to deal effectively with customer enquiries and architects over the phone, to provide basic training and advice, and to explain the uses and parameters of the CAD system to non-users.
- An effective team worker
- Committed to customer care and satisfaction
- Able to build and maintain effective working relationships
- Able to prioritise, work to deadlines and manage time effectively with minimal supervision.

Desirable

- Knowledge of Avon Fire & Rescue Service

- Experience of Revit

5. Supervision and Work Planning

- 5.1 You will report to the Station Manager Special Projects who will provide direction, determine priorities when required and monitor results. However, you will be expected to work with minimal day to day supervision, using your initiative in planning, organising and prioritising work to ensure customer and corporate deadlines are met. If conflicting priorities arise that cannot be easily resolved, priorities will be determined by your line manager.
- 5.2 You will be expected to liaise and consult with AF&RS personnel at all levels and outside bodies in connection with the management of the work load provided by the CAD facility and to ensure customer requirements are met.

6. Scope for Impact

- 6.1. You play a key role in contributing to and supporting the work of the Special Projects Team, by producing accurate plans, drawings, graphics and databases. You need to work closely with customers in order to understand their requirements, and also so that uniformed staff are aware of the functions and scope of the CAD system.
- 6.2. It is vital that you maintain an awareness of CAD developments so that, as the Service's specialist in this area, you can provide professional advice when considering the use of plans and/or contemporary IT-based drawing techniques in other parts of AF&RS.

7. Special Notes or Conditions (If Applicable)

- 7.1 Although based at a specific location, for efficiency we may require you to work from any base within AF&RS Service area.
- 7.2 You are required to wear suitable clothing relevant to the type of work you are undertaking. This may include corporate clothing and protective clothing should this be deemed appropriate by your line manager.

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