### CAD Technician & Graphic Designer

**Based at: Service Headquarters, Portishead**

**Contract: Permanent**

**Hours: 18 hours per week**

**Salary: Hay 8 (£26,446 - £29,174) pro rata**

**Closing date: Noon on Thursday 26th May 2022**

An exciting opportunity has arisen to join Avon Fire & Rescue Service as a CAD Technician & Graphic Designer within our Special Projects Team. We’re looking for someone 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.

The successful post holder will 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.

The CAD Technician & Graphic Designer will 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.

You will also 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.

In order to be considered for this position, it is essential that you are qualified in the use of Computer Aided Design equipment (City & Guilds, or equivalent), or an equivalent level of technical knowledge, skills, and industry experience. It is important that you have significant and relevant experience in the use of AutoCAD. You must be able to create, modify and manage your own drawing environment within AutoCAD, setting own parameters and short cuts for maximum efficiency.

It is also vital that you are 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.

In return, we will offer you 25 days annual holiday (plus public holidays), enrolment into the Local Government Pension Scheme, and access to our Cycle to Work and Childcare Voucher schemes.

To see the full duties of the role and candidate criteria required please see the job description provided.

**How to apply:**

The job description and application is available to download on our website https://www.yesyoucan.careers/. Once you have read the job description please complete the application form telling us how you meet the requirements of the role - tell us how your skills, qualifications and experience match those required for this role, and provide examples wherever you can. The information you give us will assist us in our shortlisting process.

Completed applications must be submitted to Human Resources, Avon Fire & Rescue Service, Police & Fire Headquarters, PO Box 37, Valley Road, Portishead, Bristol BS20 8JJ by the closing date and time. Alternatively, you can email your application to [recruitment@avonfire.gov.uk](mailto:recruitment@avonfire.gov.uk). Late applications will not be accepted.

Please quote job reference number **1415** [JD number] on any communications. Thank you.