



Job Description

Job Title: Draughtsperson

Department: Draughting

Reporting directly to: Head of Draughting

Direct Reports: None

Financial Authority: Keep briefs within budget advising HoD immediately of any concerns or discrepancies to brief

Job Summary

Working closely with Project Management and Production from the client's brief to produce accurate, clear and complete technical drawings from client's briefs for their approval, fabrication in the workshop and installation on site, on time and within budget. In the short to medium term to provide the Draughting team with in-house knowledge in Solidworks to continue implementation of the software within the department's systems; providing internal guidance and support to other members of the team in its use.

Job Content

1. To produce accurate models in Solidworks providing clear and detailed technical drawings for client sign-off and manufacture by Workshop and subcontractors. Liaising closely with Projects and Production to define material specifications and best construction methods within clients' briefs.
2. To manage own workload within schedules set by the Head of Draughting to ensure all deadlines are met to maintain overall project schedules.
3. To regularly report to the Head of Draughting on progress of allocated projects including deadlines, draughting hours and problem solving.
4. To contribute to the overall project management of jobs by ensuring crucial information generated during the draughting process (i.e. bills of materials) is issued to the wider team in an efficient and accurate manner. To follow all Factory Settings processes to successfully manage all project administration related to the role.
5. To regularly liaise with colleagues within Factory Settings, external sub-contractors,
6. suppliers and clients if required, to ensure all information pertinent to a project is shared with the project team in a timely manner.
7. To advise the HoD on efficiencies to be found using Solidworks within the draughting
8. process. This will include parametric modelling and the automation of Bills of Materials and Parts Lists. To communicate with colleagues in the Draughting Department on working methods and best practice to drive improvements in the

department. To maintain awareness of Solidworks system updates and developments recommending any changes to the HoD.

9. Contribute to an implementation review of Solidworks within the department and advise on the transition of the Draughting Department from AutoCAD 3D to Solidworks without disruption to clients' projects and deliverables. Ensure the ongoing seamless integration of the software with the Company's CNC department and current CNC processes. To keep the HoD apprised of the progress in the embedding the system, highlighting any areas of concern.
10. To undertake any other reasonable task requested.