



Job Description

Job Title: Senior Draughtsperson (Solidworks)

Department: Draughting

Reporting directly to: Head of Draughting

Direct Reports: Project Draughtsperson(s)

Financial Authority: Responsible for delivering projects within set budgets

Job Summary

Working closely with Project Management and Production, lead draughting on mid to large scale projects. From clients brief, produce clear and complete technical drawings for approval, fabrication in the workshop and installation on site, within schedules and within time and material budgets. With Head of Draughting input into detailed draughting schedules and undertake management of Draughtspersons also allocated to the project.

With the Head of Draughting, review initial introduction of Solidworks within the department, thereafter to advise and lead on further roll out of the software, advising on efficiencies ; providing internal training, guidance and support to other members of the team in its use.

Job Content

1. To lead project draughting, providing clear and detailed technical drawings for client sign-off in Solidworks and manufacture by Workshop and subcontractors. Liaising closely with Projects and Production to define material specifications and best construction methods within clients' briefs and defined budgets.
2. Within a project context, manage other Draughtspersons (both Solidworks and AutoCAD users), identifying and advising the Head of Draughting of professional development opportunities or additional training requirements. To assist HoD in contributing to 1 2 1's and annual Appraisal feedback for these Draughtspersons.
3. To manage own workload, and that of other Draughtspersons allocated to a project, within schedules set by the Head of Draughting to ensure all deadlines are met to maintain overall project schedules.
4. To regularly report to the Head of Draughting on progress of allocated projects including deadlines, draughting hours and problem solving.
5. 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.



6. To regularly liaise with colleagues within Factory Settings, external sub-contractors, suppliers and clients if required, to ensure all information pertinent to a project is shared with the project team in a timely manner.
7. Undertake a review of Solidworks within the department and advise on further transition of the Draughting Department from AutoCAD 3D to Solidworks without disruption to clients' projects and deliverables. Thereafter lead the ongoing integration of the software throughout the department and with the Company's CNC department and current CNC processes, identifying and actioning areas for improving efficiency. To keep the HoD appraised of the progress in the embedding the system, highlighting any areas of concern.
8. To keep abreast of Solidworks system updates and developments recommending any changes to the HoD.
9. Chair internal meetings as directed by or in the absence of the Head of Draughting.
10. To undertake any other reasonable task requested.