

<b>Job title</b>	CAD Operator	<b>Date</b> MAR 2025
<b>Reports to (title)</b>		
<b>Contract/Department</b>	Haleon	<b>Revision</b>
<b>Location</b>		

## Job purpose

Describe the overall purpose of the job in two or three sentences.

Reporting to the projects function lead-role requires the ability to work under minimal direction and control and communicate effectively with staff, stakeholders & customers. The individual is expected to be able to manage their own workload & priorities. Due to the nature of this role you will need to be an innovative thinker with the ability to deliver to tight deadlines in a high pressure environment. It is essential that you have the ability to form and maintain excellent working relationships with colleagues at all levels within the client's organisation. One of the main responsibilities of the role will be to develop systems and processes to catalogue, store, & retrieve, site drawings whilst routinely maintaining their accuracy. You will be required to work with detail, diligence and expediency. Attention to detail is critical.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Ensure that customer site and service drawings are accurate at all times.
- Develop systems to catalogue, store, retrieve drawings under strict version control
- Liaise with project, subcontract and FM teams continually to capture changes to the built environment in conjunction with client teams.
- Continually review the drawing database in conjunction with the Haleon portfolio for accuracy and address gaps or areas of improvement.
- Develop the standard for projects and subcontractors to update drawing to as part of their specification.
- Support additional EMCOR site service and facilities functions with developing, amending and updating site drawings.
- Lead the development of the FM CAD system and associated database
- Supporting Client System's facilities management engineers and maintenance professionals across Haleon locations through the life cycle of facilities
- Collate and prepare client information for use in update presentations
- To undertake all duties in a safe, tidy and responsible manner in accordance with H&S requirements.
- Comply with the site security requirements, H&S procedures and EMCOR's internal audit processes and policies.
- Support other team members should it be necessary.
- To follow EMCOR's code of conduct.
- Comply with the client's company rules and maintain a high standard of discipline.
- To carry out other duties as may be reasonably requested from time to time by site management or the client.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

This is a single function reporting to the EMCOR Account Director for Haleon. The candidate is expected to conduct their undertakings with financial consideration and a value for money attitude. The role will require the candidate to engage and instruct subcontractors to EMCOR and potentially Haleon in matters relating to the alteration, updating and accuracy relating to drawings & documents.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- CAD experience in a design office / building services discipline.
- Proficient in surveying techniques and the ability to record 'as is' plans and schematics of facilities and services.
- Good understanding of building related H&S, in particular CDM, the Building Regulations and Means of escape, and how they relate to design proposals and feasibility schemes
- Experience with BIM (Building Information Modelling) would be a distinct advantage
- Experience in workplace layouts to achieve customer satisfaction and ensure best value for the business.
- Proficient in the use of Bentley Systems - MicroStation V8-XM, ProjectWise XM and ProjectWise Digital Printroom XM (Iplot) Need to specify current CAD software system.
- Proficient in the use of Microsoft office, in particular Excel, Word, Powerpoint, Outlook. Familiarity of Microsoft Access databases would also be desirable.
- Suitable qualification in mechanical engineering or building services engineering,
- CAD experience in a design office / building services discipline
- Proficient in surveying techniques and the ability to record 'as is' plans and schematics
- Good understanding of building related H&S, in particular CDM, the Building Regulations and Means of escape, and how they relate to design proposals and feasibility schemes
- Ability to understand, interpret and apply design codes, codes of practice and design guides in an operational environment
- Excellent oral and written communication skills
- Excellent interpersonal and stakeholder management skills
- Ability to work in a team as well as individually
- Proven Ability to sustain effective relationships
- Reliability / Responsibility
- An obvious empathy with customers and clients, an ability to quickly develop relationships
- Smart presentable appearance
- Good personal organisational skills and ability to prepare and follow up short term plans

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

# Job Description

- Experience of working with or for Facilities Management departments or organisations.
- Experience of developing a CAD function from scratch.
- Ability to travel to other Haleon sites as and when required.
- Ideally a member of a professional accredited body like RICS.

<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	