



Acknowledgement

Job Title: Design Engineer / Designer

Responsible to: Design Manager

Main Purpose of the job:

Working as part of a team in a fast-paced environment, you must be able to work accurately within strict timescales. The ideal candidate will be technically creative with a strong work ethic.

The post holder will:

1. Working to contract specifications to produce CAD designs from plans/elevations/details etc
2. Tracking changes and developing drawings and reporting to Contract Manager.
3. Produce mid-project variations notes, drawings and records.
4. Co-ordinating the drawings development against site survey results
5. Schedule quantities of materials for procurement team.
6. Attend Design Co-ordination meetings when required.
7. Attending occasional site visits.
8. Liaise closely with Contract Manager and various other departments within the company.
9. Plan and manage own workload.
10. The post holder will also undertake any other duties as required.

In addition to the above duties, all staff are required to:

- a) Undertake appropriate training and staff development as required
- b) Adhere to all company's policies and procedures, including Equality and Diversity and Health and Safety.
- c) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- d) Participate in the company's Performance Review and Development Scheme.
- e) Adhere to Company's environmental policy and guidelines and undertake tasks in a sustainable manner.

Salary: Negotiable

Hours: Full-time (Monday – Friday 8am – 5pm)

Working times are provided as an indication of your normal working pattern. However, flexibility is an essential part of any post at Longworth (and therefore a requirement of any post holder) and, in order to meet the needs of the Company, these times may be adjusted. Reasonable notice would be given.

This certifies that I have read the job description and I am capable of performing all tasks which are pertinent to the job.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

It is important to note that this Job Description is a guide to the work you are required to undertake. It may be changed from time to time to meet the needs of the business. It does not form part of your contract of employment

Employee:

Direct Manager:

Signature:

Signature:

Prepared by:

Date Issued:

PERSON SPECIFICATION FORM



	Essential	Desirable	Assessment Method
Qualifications			
CSCS card	*		A
Construction design based degree or similar level qualification		*	A
Experience and Knowledge			
Experienced user of AutoCAD software in design environment	*		A/I
Knowledge of Revit, Inventor, Solid works etc.		*	
Understanding of safety standards and regulations within the industry.	*		A/I
Good working knowledge of standard Microsoft office software application	*		A/I
Previous construction design experience.	*		A/I
	*		I
Abilities and skills			
Pays attention to detail and methodical in record keeping	*		A/I
Good problem solving skills and a logical and systematic approach to tasks	*		A/I
Ability to work as part of a team and on own initiative	*		I
High level of mathematical ability	*		A/I
Time management skills and ability to meet deadlines	*		A/I
Excellent negotiation skills	*		A/I
	*		A/I
Personal Qualities			
Excellent interpersonal skills and ability to communicate effective with people across different roles			
Enjoys a challenge	*		A/I
Take responsibility for decisions	*		A/I
Ability to work under pressure	*		A/I