

Job Specification

Assistant CAD Operator – David Lock Associates

Location: Milton Keynes

Contract: Permanent / Full Time

Salary: Competitive (Dependent on experience)

Application Closing Date: 21st October 2022

About us

David Lock Associates (DLA) is an independent town planning, urban design and masterplanning consultancy with a reputation for delivering successful, commercially aware projects at all scales. Based in Milton Keynes for more than 30 years, we operate nationwide, assisting public and private sector clients, including development companies and local authorities, to deliver homes, commercial buildings, and infrastructure for communities.

Role

CAD plays an important role in our business. As a discipline, it has been central to our projects from the start, and more recently along with GIS and 3D modelling has become an increasingly important component of our work; we pride ourselves on being at the forefront of its use within our sector. Moving forward it is vital that we continue to develop and innovate using CAD in conjunction with other technical disciplines to ensure maximum benefit to our business, our clients and the environments we create.

We are seeking an enthusiastic **Assistant CAD Operator** to join our team. We are open to applications from candidates with varying experience either within a core CAD background or one of blended skills that may include 3D modelling. We will support further training, as appropriate.

Responsibilities

Key responsibilities are to:

- Provide CAD support on a wide range of urban design and planning projects to meet client requirements.
- Be responsible for the production of 2D drawings.
- Work as part of a team creating 3D models.

- Manage CAD data both created internally and externally supplied to ensure its quality and integrity across multiple projects.
- Work closely with the GIS and graphics teams, multi-disciplinary project teams and third parties in the delivery of a wide range of project tasks.
- Support the ongoing development of CAD and 3D modelling and rendering capabilities using a variety of software packages.
- Liaise with third parties regarding data exchange and ensure copyright and licensing compliance is followed and met appropriately.

Qualifications and Experience

- Experience and proficiency in using AutoCAD is essential. A BCS or City and Guilds Certificate in Computer Aided Design, or equivalent, is desirable.
- Awareness of 3D modelling & rendering software is beneficial.
- Knowledge and experience of using ESRI ArcGIS products or the CAD/GIS relationship is beneficial.
- An understanding of good graphic communication techniques is desirable.
- High degree of IT awareness and computer literacy essential.
- Ability to analyse and prioritise work effectively as part of professional and project-based teams essential.
- Effective communication and inter-personal skills essential.
- A degree (or equivalent) in a relevant discipline would be beneficial but not essential.

What We Offer

Great working environment where you are actively encouraged to develop your career. We offer competitive salaries, generous pension contributions, annual profit share, 25 days annual leave rising to 30 days after 5 years, additional long service leave, flexible working arrangements, a cycle to work scheme, paid professional subscriptions, a medical insurance scheme and many other benefits. Our business is 100% owned by an Employee Benefit Trust on behalf of our employees, which means we all share in the rewards of our work.

Further Information

To apply, please email your CV and covering letter explaining why you are suitable for the role to Roz Collier. Email: rcollier@davidlock.com. If you would like to discuss in more detail, please contact Adrian Webb (CAD Designer) or Simon Pugh (Partner). Tel: 01908 666276