

JOB DESCRIPTION

Trainee Tekla Draughtsperson

Role Overview

As a Trainee Tekla Draughtsperson, you will be responsible for preparing Tekla detailing packages, prepare general arrangement drawings, 3D modelling in a BIM environment, project coordination with customers and other tasks.

In this role, you will be reporting the Senior Design Manager & Reporting Tekla Draughtsman

Our Core Values

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



Integrity

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



Pride & passion

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



Quality

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



Innovation

New methods of working which drives efficient behaviours and Continuous Improvement.

Key Responsibilities

- Responsible for producing/ issuing GAs, RFIs, Drawing Issue Sheets (Preliminary Issue to Construction Issue to As Built Issue status for approvals and comments. These are to be issued to the Design or Contracts Manager for issuing to the client. The Tekla Draughtsperson may be required to issue the above directly to the client as part of the approval process.
- In agreed coordination with the Senior Design Manager, you will be responsible for recording receipt of Project drawings via drawing received registers and saved correctly on the server ensuring the correct most up to date drawing revisions are always being used. This includes monitoring, uploading, and downloading on systems such as 4 projects etc.
- Responsible for reviewing and Issuing Full Fabrication Packages to Production Department in-line with company standards and procedures.
- Responsible for detailing to relevant design codes, practices and building regulation requirements.
- Responsible for reviewing and Issuing Full Erection Packages including drawings, load lists and bolts lists.
- Develop the engineering function together with the training of all technical staff in line with the Business' requirements and marketing strategy.
- Maintain and update engineering practices in accordance with latest industry practices, codes of practice and statutory requirements.



- Ensure all the necessary processes and systems are in place and maintained to enable the management of the technical processes from receipt of client order through to completion of installation.
- Monitor duties and activities of all engineering staff to ensure the expectations and requirements of the business are achieved and implement and manage disciplinary proceedings in accordance with the Company's Disciplinary Policy.
- Represent the engineering function during meetings, whether internal or external.
- Support the project requirements in terms of assisting and supporting the management team technically, including the allocation and management of enough competent engineering resources to ensure contractual obligations are met.
- Attend internal tender reviews to support and advise the estimating department when pricing the engineering activities associated with any enquiry, including carrying out technical reviews of enquiry documentation and assisting in any value engineering activities. This includes the formulation of models and lists on Tekla for larger contracts for the estimating department to compile an accurate take off.
- Manage and monitor the department budget and project allowances to ensure that the commercial and financial expectations associated with the various engineering functions are realised. Improvements are to be proposed within monthly reports.
- Professionally represent the company at various forums, functions, and committees and conduct audience type presentations where necessary.
- Implement and regularly monitor the timely production of the engineering details and regularly maintain a departmental labour loading plan for regular management review.
- Ensure that the Company Policies for Health and Safety, Quality and Environment are implemented and where necessary have or obtain knowledge of various statutory requirements governing the works undertaken by the Company.
- Consult with Safety, Contracts and Construction Managers to ensure the maximum considerations are given to ensuring safe construction activities during the design of structure and connections and sequencing of construction.
- Consult with Safety, Transport and Workshop Managers to ensure the maximum considerations are given during design and detailing ensuring safe handling during fabrication, surface treatment and transportation.
- Through plan drawings ensure offices are laid out and maintained to ensure safety of staff and visitors for fire and evacuation regulations.
- Report on unsafe practices and always set a personal example
- Ensure compliance with any requirements of the Client's construction phase Health and Safety Plan and CDM Regulations.
- Ensure you and your staff act in a safe manner and do not take or create unnecessary risks.
- Ensure design risk assessments are carried out to identify and control any hazards associated with the fabrication and installation are addressed accordingly.
- Ensure all designs undertaken by the Company follow the CDM Regulations and contract specific specification design codes and enable safe methods of work to be engaged.
- All in house and sub-contract design is to be subject to vetting, regular monitoring and approval, the Tekla Draughtsperson is responsible for the above. A percentage of all engineered connections (moments etc) issued by a sub-contract designer are to be passed to SCI for approval, each contract is to be subject to design approvals as noted above.
- To adhere to all company standard procedures including ISO9001.

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company.

Continuous improvements

You will contribute to the overall running and continuous improvement of the business, along with development of the Construction Department, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:



- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to Construction, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the processes outlined in IP06
- Actively participating in training and continuous improvement activities for betterment of skills and safe working practices.

General requirements

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.

PERSON SPECIFICATION

| Criteria | Essential | Desirable |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Qualifications | <ul style="list-style-type: none"> • Minimum 5 GCSE's at grade C (4 equal to or greater), including English language and Mathematics. | <ul style="list-style-type: none"> • Evidence of further Continued Professional Development |
| Experience/ Skills | <ul style="list-style-type: none"> • To be methodical, pay attention to detail and be accurate • To be good at working with people at all levels and willing to work in a team. • To be willing to accept responsibility for completing designated tasks. • Ability to analyse and process technical data. • The ability to manage workloads to ensure performance targets achieved. • Good Communication and interpersonal skills. • Well organised; flexible, committed, enthusiastic and innovative. | Any 3D or 2D Modelling/CAD Experience will be seen as a bonus but full training will be provided if not. |



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| | <ul style="list-style-type: none">• Negotiation skills and experience• IT Literate: Word, Excel, PowerPoint | |
| Knowledge and Other Relevant Factors | <ul style="list-style-type: none">• Willingness to take on continued learning and development | |

Signed:.....
Director

Date:.....

Signed:.....
Employee

Date:.....