

Job Description

Job title	Mechanical CAD Technician
Department	Estates
Grade	FA5

Job purpose (a brief summary of the role)	<p>To support the delivery of an efficient, accurate and secure mechanical services drawing information service for the University. The role is focused on creating and maintaining a comprehensive set of as-fitted general arrangement plans for the mechanical services installations on every floor of every building across the estate, in line with industry standards and best practice.</p> <p>Working alongside the existing CAD Technician team, the post holder will liaise closely with the M&E Design Engineers within the Energy and Infrastructure Team and with Maintenance Teams to ensure that drawing records accurately reflect installed conditions and support ongoing maintenance and operations activities.</p>
Duties and responsibilities	<p>Create, maintain and update as-fitted general arrangement plans for mechanical services (including HVAC, pipework, plant, drainage and associated systems) for every floor of every building across the estate, ensuring drawings remain accurate and current at all times.</p> <p>Work alongside existing CAD Technicians to ensure mechanical services drawings are integrated with the wider estate drawing set and are consistent with established CAD and BIM standards.</p> <p>Liaise proactively with M&E Design Engineers within the Energy and Infrastructure Team to incorporate design changes, new installations and modifications into the as-fitted drawing records.</p> <p>Liaise with Maintenance Teams to understand their operational requirements, capture feedback on installed conditions, and ensure that drawing records support effective planned and reactive maintenance activities.</p> <p>Undertake on-site surveys of mechanical services installations as required, verifying drawing accuracy against physical conditions and updating records accordingly.</p> <p>Maintain a controlled register of current, archive and issued mechanical services drawings, ensuring effective version control and document management in accordance with Estates standards.</p> <p>Support the on-going development and adherence to CAD and BIM standards for mechanical services drawings, offering advice and guidance to colleagues and external consultants on drawing information requirements.</p> <p>Check incoming mechanical services drawings from contractors and consultants for compliance with Estates drawing standards and flag non-conformances for resolution.</p>

	<p>Assist with the identification and recording of mechanical assets within the CAFM system, linking asset data to drawing records and supporting asset management processes.</p> <p>Work with Asset and Condition Surveyors and other colleagues to ensure that mechanical services drawing records within the CAFM system are kept up to date in relation to space data and associated asset references.</p> <p>Assist in the identification of mechanical equipment items from Operating and Maintenance Manuals, updating asset records and location data to support the soft-landing process.</p> <p>To accept responsibility for other such duties as are within the scope and spirit of the job purpose, the title of the post and its grading as deemed necessary by line manager.</p>
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Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to degree level (2:1 or above) in Mechanical Engineering, Building Services Engineering, or a related discipline, or HNC/HND with appropriate suitable experience	A
E2	CIBSE, IMechE or similar relevant professional membership or working towards	A & C
E3	Autodesk Certification in AutoCAD or equivalent CAD software	A & C
E4	Demonstrable experience of producing and maintaining mechanical services as-fitted drawings in a building/estate's environment	A & C
E5	Knowledge of mechanical building services systems including HVAC, pipework, plant and drainage	A & C
E6	Experience of CAD at an intermediate to advanced level	A & C
E7	Ability to read and interpret mechanical engineering drawings and specifications	A & C
E8	Experience of conducting site surveys and reconciling survey findings against existing drawing records	A & C
E9	Experience maintaining a database, extracting and manipulating data	A & C
E10	Excellent written and verbal communication skills, with the focus on customer service and the ability to liaise effectively with engineering and maintenance colleagues	A & C
E11	Proficient in Microsoft Office standard packages	A & C
E12	Strong attention to detail; managing a complex workload and ability to prioritise activities and having the ability to organise.	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	REVIT MEP Autodesk certification or equivalent BIM authoring tool experience	A
D2	Experience of using CAFM databases to support property or estates management	A & C
D3	Experience of BIM processes and using BIM technology systems to achieve them	A & C

