

## Role Profile: CAD Technician

<b>Business Unit:</b> <b>Job Family:</b> <b>Department name:</b>		Megger Instruments Limited Engineering Mechanical Design	
<b>Core purpose:</b>  The CAD Technician will produce CAD drawings and other documentation for a range of electronic/electrical test equipment.			
<b>Role summary:</b>  Reporting to the Head of Mechanical design, applicants must be self-motivated and versatile as well as having experience in producing engineering documentation.  You will have knowledge of and be proficient in the use of a 3D CAD system (preferably Solidworks) for 3D part / assembly creation and 2D detail component / assembly drawings.  You will be responsible for creating and maintaining 3D & 2D CAD documents and Bills of Materials.			
<b>Reports to</b>	Mechanical Design Manager	<b>Number of direct reports for role</b>	0
<b>Primary objectives</b> <ul style="list-style-type: none"><li>• Produce engineering drawings and other documentation for the assigned project from conception to release stage as well as support production activities on request following the product release, carrying out any modifications.</li><li>• Provide mechanical drawing support for any new product to be transferred to Dover site.</li><li>• Contribute to new PLM introduction.</li></ul>			<b>Customers</b>  <b>Internal:</b> Engineering Team  <b>External:</b> Product Management

Main Responsibilities		
Key Result Area	Specific Activities	Measure
<ul style="list-style-type: none"> <li>On time mechanical documentation delivery.</li> <li>Documentation to be clear and accurate.</li> <li>Work in accordance with instructions from product designers.</li> </ul>	<ul style="list-style-type: none"> <li>Carrying out any mechanical technical activities including but not limited to: workload management; prioritisation of work, ensuring compliance with company procedures (e.g., health and safety, fire and evacuation, logging, recording and review activity).</li> <li>Be familiar with design or product requirements.</li> <li>Produce mechanical layouts and manufacturing drawings under the direction of a mechanical design engineer.</li> <li>Carry out compilation of BOMs for best fit for design requirements re. function, cost and noting implications for and around obsolescence.</li> </ul>	<ul style="list-style-type: none"> <li>Performance reviews.</li> <li>No CI tickets raised due to incorrect drawings.</li> <li>Product passes CP6 and no non-compliance reported.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that all work, including design files and other information (e.g. modification records) are kept up to date and recorded as per company quality assurance requirements and applicable international standards. This includes daily notes in personal logbooks.</li> <li>• Ensure compliance with departmental processes relating to development of designs.</li> <li>• Adhere to agreed requirements set out by project management in terms of keeping to agreed timescales and milestones noted in projects plans and Gantt charts.</li> <li>• Attend training as required and develop skills and knowledge to keep up to date with changes and development in relevant technology.</li> </ul>	
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Experience, Skills & Knowledge required to be successful in role	
Technical Skills/Knowledge/Qualifications	Soft Skills
<ul style="list-style-type: none"> <li>• Ability to understand and interpret requirements from design team.</li> <li>• Be methodical in analysis and problem solving.</li> <li>• Ability to take responsibility for delivery of mechanical documentation on assigned projects.</li> <li>• To be familiar with design for manufacture and assembly.</li> <li>• Able to contribute to the selection of materials and solutions appropriate to project objectives and supply chain strategy.</li> <li>• Competent in the use of a 3D CAD system (preferably Solidworks) for 3D part / assembly layout and 2D detail component / assembly drawings</li> <li>• Familiar with: Electromechanical assemblies, plastic moulded part design, (Injection, compression, vacuum etc.), sheet metalwork, machined parts, production documentation (BoMs), ERP systems (preferably SAP), engineering change control processes.</li> <li>• Have good communications skills: verbal, written, technical report writing, technical presentation (e.g., at design reviews).</li> <li>• Be competent in using office suite packages (e.g., Microsoft Office).</li> <li>• Preferably competent in use of PLM or PDM system.</li> <li>• Preferably familiar with BSEN 61010 or similar safety standards.</li> <li>• Preferably be aware of relevant aspects of electrical safety (clearance and creepage distances, material groups [CTI / PLC rating] and flammability ratings), and EMC compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable organisational and personal time management skills with the ability to prioritise work to deliver business needs.</li> <li>• Exhibit thorough attention to detail.</li> <li>• Ability to work independently and as part of a multi-disciplinary team.</li> <li>• Positive attitude towards any given scope of work.</li> <li>• Problem Solving, being able to not only identify the problem but also generate solutions to mitigate it.</li> <li>• Teamwork, supporting colleagues as well as asking for help from colleagues when required and in a positive manner.</li> <li>• Be organized, focused, and determined to deliver the required work.</li> <li>• Emotionally intelligent.</li> </ul>

<ul style="list-style-type: none"> <li>• Preferably familiar with graphics design, preferably using CorelDraw.</li> <li>• Preferably familiar with PCB design tools (preferably Cadence Allegro) for data transfer between mechanical and PCB CAD systems.</li> <li>• Qualifications: A suitable engineering qualification ONC/OND/NVQ Level 3 or above in Mechanical/Production Engineering.</li> </ul>	
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<b>Job Level</b>	<b>x Individual contributor</b> <input type="checkbox"/> Leader of People/Senior Level Individual contributor <input type="checkbox"/> Leader of Leaders
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Shared Values
<p><b>Caring</b></p> <p>Putting the customer first with a 'can do' approach and fully understanding their needs and challenges. Actively develop close, mutually beneficial, working relationships with colleagues.</p> <p><b>Captivating</b></p> <p>Help solve colleague and customer problems by doing something different, by thinking unconventionally.</p> <p><b>Consistent</b></p> <p>Bring a positive attitude to work and take pride in your job. Welcome problem solving and shared learning whilst maintaining high standards of work in the team.</p> <p><b>Creative</b></p> <p>Be prepared to solve and work out options within the team, think positively about new approaches or alternative ways to solve any problems. Actively seek out opportunities for improvement and feed these back into the business.</p> <p><b>Confident</b></p> <p>Seek knowledge, ask questions and support others.</p>

Benefits
<ul style="list-style-type: none"> <li>• Excellent training and development opportunities</li> <li>• Career development in a growing multinational company</li> <li>• Life assurance scheme</li> <li>• Employee health care scheme</li> <li>• Contributory Salary Exchange Pension Scheme</li> <li>• 25 days annual leave + UK bank holidays</li> <li>• Day off for your birthday</li> <li>• Flexible working</li> <li>• Early finish on Fridays</li> <li>• Seasonal Travel Ticket Loan Scheme</li> <li>• Discounted football membership - Dover Athletic FC</li> <li>• Free fruit Tuesdays + Thursdays</li> <li>• Breakfast mornings – Mondays and Wednesdays</li> <li>• Subsidised refreshments from the Company's canteen.</li> <li>• Free parking on site in the designated parking bays.</li> </ul>

- Access to YourMegger a health and benefits portal offering a number of discounts for colleagues including a Cycle to Work Scheme and Electric/hybrid car buying scheme
- Eyecare vouchers
- Free flu vaccinations