

<b>Job Description:</b>	
<b>Job Title:</b>	AutoCAD Design Engineer
<b>Department:</b>	Contracts Dust & Fume
<b>Reporting To:</b>	Senior Contracts Manager
<b>Behavioural Competencies:</b>	
<p><b>We pride ourselves on our attitude &amp; culture.</b>  <b>It is essential that our core behavioural competencies are met irrespective of job role.</b>  <b>Positive approach</b> - Works as part of a team, being helpful and supportive of others. Deals with problems with other team members effectively. Has a positive attitude and interacts well with others.  <b>Time Management</b> - Maintains effort until task is completed &amp; meets deadlines. Able to prioritise workload and balance conflicting demands. Understands the need for efficiencies in all areas and is pro-active. Cares about what we do.  <b>Professionalism</b> - Communicates effectively with internal and external customers, listens well to others and responds appropriately. Builds relationships &amp; is respectful to others. Maintains a suitable professional appearance &amp; is an ambassador of FILTERMIST INTERNATIONAL COMPANIES at all times.  <b>Quality &amp; Customer Experience</b> - Understands FILTERMIST INTERNATIONAL quality requirements and objectives. Is aware of internal and external customer needs. Has an active interest and pride in FILTERMIST INTERNATIONAL &amp; the service and quality we deliver.  <b>Continuous Improvement</b> - Understands the need for Continuous Improvement. Integrates new learning into existing skills. Is aware of the need for continuous learning, for development and improvement both Business &amp; Personal.  <b>Protecting People &amp; Our environment</b> - understands the importance of safety and welfare both internally and externally &amp; works to ensure we adhere to all regulatory requirements.</p>	
<b>Role definition:</b>	
<ul style="list-style-type: none"> <li>• Creating drawings that exhibit the detail and method of assembly for a variety of Filtermist air systems and associated equipment.</li> <li>• Occasional site visits for measuring up systems will be required, working closely with the Project Engineers to devise optimal system design and best routing methods for installation.</li> <li>• Technical support of project engineers required, and assistance with obtaining quotations for components as required.</li> </ul>	
<b>Key areas of responsibility, duties and the deliverables expected:</b>	
<ul style="list-style-type: none"> <li>• Requirements for the position of AutoCAD design engineer include the design of simple ducting solutions through to large system design.</li> <li>• Design, manage and keep updated the drawings for various projects, liaising with both Technical Sales Engineers and the Projects Team.</li> <li>• Manage schedules, arrange assignments and communicate drawing progress to team members.</li> <li>• Project support responsibilities include helping to prepare quotations, liaising with suppliers and contractors, updating cost analysis sheets and gathering necessary resources.</li> <li>• Assistance in compilation of O&amp;M manuals for systems</li> </ul> <p><b>Your day-to-day duties include:</b></p> <ul style="list-style-type: none"> <li>• Evaluating layouts and plans including budgets and timescales.</li> <li>• Planning and briefing project teams, contractors and suppliers.</li> <li>• Ensuring that contracts run safely, on time and within budget.</li> <li>• Provide technical assistance to your colleagues and to customers on ALL areas where appropriate.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Weekly updates/progress reports and updates on your current projects including start and completion dates.</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• You will be required to undertake training courses and sessions to ensure you stay up to date and qualified.</li> </ul>	
<b>Job Summary</b>	
<p>Primary responsibilities:</p> <ul style="list-style-type: none"> <li>• Prepare GA drawings and detailed drawings.</li> <li>• Provide details on component descriptions.</li> <li>• Resolve design problems.</li> <li>• Review and analyse specifications.</li> <li>• Use mathematical formulas to develop and design detailed specifications for the systems, components and associated equipment.</li> </ul>	

- Specify dimensions, materials, and procedures.
- Design of ancillary equipment associated with air systems.
- Consult technical handbooks and tables for draughting purposes.
- Use Computer Aided Design and Draughting systems to prepare drawings.
- Create and store drawings electronically.
- Prepare variations of design.
- Explain concepts to manufacturers.
- Visit sites to carry out surveys and measurements.
- Liaise with sub-contractors and clients to ensure installations proceed as planned.
- Liaise with suppliers and sub-vendors
- Attend site meetings when required.
- Liaise with clients to ensure drawings achieve their approval.
- Assistance in the technical composition of O&M manuals for contracts
- If necessary, be prepared to work beyond normal hours – with appropriate recompense (i.e. time in lieu).
- Be prepared to carry out straightforward tasks not necessarily detailed above e.g. telephone answering.

**Experience/Skills:**

- Proficient in the use of 2D CAD
- Autodesk inventor experience preferred but not essential
- Basic understanding of air movement systems
- Some experience of project management preferred
- Basic health and safety knowledge
- Organization and time-management skills
- A strong personality and decision-making skills
- Ability to work in a team
- Highly organised and self-motivated
- Ability to prioritise workload and be prepared to react quickly to ensure all deadlines are met
- A positive, enthusiastic outlook is required
- Willingness to learn

**Remuneration & Benefits:**

TBC

**Working hours**

8.15-4.30 Monday-Thursday

8.15-3.15 Friday

30 minutes lunch break.

**Role Location:**

Telford with some travel to sites required.

Working from home 1 / 2 days per week negotiable once initial period is over.

**Why Filtermist?:**

Filtermist International Limited, part of the Swedish [Absolent Group](#), has been established for 50 years and is the UK market leader for oil mist extraction. Our UK made oil mist filters are trusted by world leading manufacturers in more than 60 countries in industries ranging from aerospace and automotive, to food processing and medical device manufacture.

Our company has diversified in recent years by extending the products and services we offer through both organic growth and targeted acquisitions. In addition to Filtermist oil mist filters, Filtermist International is responsible for manufacturing the following brands: [Dustcheck & Kerstar](#).

Filtermist Systems Limited, the UK sales operation, is also the UK distributor for sister company [Absolent AB](#) as well as other extraction equipment suppliers, and provides a UK wide installation and maintenance service, as well as CoSHH compliant LEV Testing for all makes and models of LEV systems.

We target excellence throughout all aspects of our businesses. We pride ourselves in operating an ambitious, fast growing and fast-paced company that offers a wide range of opportunities for employees due to ongoing significant growth.

We actively participate in lots of national funding raising initiatives throughout the year and support several charities, individuals and organisations that have direct connections with our employees. All employees can nominate causes close to their hearts for possible financial support.

We drive our businesses with key behavioural competencies that underpin how we do business - making Filtermist a great place to work.