

Job title	CAD Technician Apprentice
Region	UK
Reports to	Design & Estimating Team Leader
Direct Reports	None

Overview of GBE Converge

GBE Converge is a fire, security, and IT solutions provider, who undertake maintenance and installation works across the UK and Europe. GBE Converge offers a range of opportunities to gain hands-on experience, with highly qualified employees in a range of settings. Enabling supported learning through training, coaching, and mentoring and coaching.

The Role

The role of CAD Engineer Apprentice is within our busy CAD team. Through on the job training you will learn to become a fully conversant user of AutoCAD 2D and if appropriate 3D Revit Software.

You will learn to produce CAD designs for complex life safety, electronic security systems and IT infrastructure including, but not limited to, fire detection, voice alarm, disable refuge, CCTV, access control, and intruder systems.

Duties and responsibilities

- Assist with producing and amending CAD Design, Construction and As Fitted drawing using AutoCAD software.
- Assist with creating take offs from drawings and present this within an Excel spreadsheet.
- To assist with designing life safety and security systems (with guidance from Design Engineer).
- Assist with creating schematics and electrical wiring diagrams as needed (with guidance from Design Engineer).
- Print drawing sets for projects team and participate in reviews. Export DWF and other formats for collaboration internally and externally.
- To take an active role within the continuous improvement of Company systems.
- To provide reports as appropriate to your line manager.

No job description can be entirely comprehensive, and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the business.

Qualifications to be gained during the apprenticeship

Level 3 Building Services Design Technician Apprenticeship



Person Specification

Essential

- Excellent time management and organisational skills
- Good communication skills, inclusive of the ability to confidently speak to peers
- A high level of attention to detail
- Ability and knowledge to confidently use Microsoft Office applications (Outlook, Word, Excel)
- A keen interest in developing practical hands-on skills
- Good initiative, including a logical approach to problem solving

Desirable

- Apprenticeship candidates will typically have at least 5 GCSEs at Grades A*-C including Maths (Grade B), English and Science or their equivalent.
- Previous experience of knowledge of Fire, Security, Data Infrastructure, or electrical engineering industry.

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit, and business need.

Group Compliance

As part of the company's compliance to The Health & Safety at Work Etc. Act 1974, ISO9001 for Quality, ISO14001 for Environmental and ISO27001 for Information Technology, there are several key objectives that are issued each year upon management review that we expect all staff to work towards in order for the company to meet these objectives and include but are not limited to:

- Compliance to all legislative and British Standard requirements
- Compliance to associated accreditation bodies schemes from NSI, BAFE, LPCB, FIA and others as required.
- To maximize customer satisfaction with the services provided by GBE Converge
- Working to reduce, renew & recycle any waste on and off our sites including our offices
- To protect the environment and ensure use of toxic materials is avoided where possible
- Staff will work to a best safe practice and ensure that their actions do not cause harm unto themselves or others
- Staff will not tamper with any issued PPE or plant machinery that it may cause harm unto themselves or others
- To ensure all minimum training requirements are met in compliance with the relevant ISO standards.
- To ensure that any Information Technology 'incidents' are effectively reported and resolved in a timely fashion (internally or externally)
- Maintain clear desk and screen at all times.
- Compliance to ensure no deliberate breaches in security information and/ or systems

Working conditions

Working from our open plan GBE Converge Office with occasional travel to office locations in the UK where the Design and Estimating Teams are based. This role requires working with company systems, using multiple screens and IT packages so the role is mainly desk based.