



BURNHAM ELECTRICAL SERVICES LIMITED

Job Description: CAD Engineer Assistant

Company: Burnham Electrical Services Ltd

Department: CAD / Design Team

Job Summary

Burnham Electrical Services Ltd is seeking a reliable, organised, and detail-oriented **CAD Engineer Assistant** to support the CAD Engineer and Manager with day-to-day tasks, particularly during periods of high workload when additional assistance is required.

The successful candidate will assist with checking drawings against mark-ups, implementing drawing revisions, updating issue sheets, and maintaining accurate project documentation. The role requires strong attention to detail, good organisational skills, and the ability to work effectively as part of a busy CAD team.

Key Responsibilities

1. CAD Team Support

- Assist the CAD Engineer and Manager with tasks as required, particularly during busy periods.
- Provide general CAD support to ensure projects and deadlines are maintained.
- Assist with drawing preparation, revisions, and project documentation.
- Undertake additional duties as directed by the CAD Engineer and Manager.

2. Drawing Checks & Revisions

- Cross-check CAD drawings against mark-ups and redline comments.
- Identify discrepancies and ensure all requested amendments have been implemented accurately.
- Assist with reviewing drawings for accuracy and consistency before issue.
- Report any errors, missing information, or discrepancies to the CAD Engineer or Manager.

3. Drawing Issue Sheets & Document Control

- Update drawing issue sheets and drawing registers.
- Ensure drawing numbers, revisions, and issue dates are accurate.
- Assist with maintaining organised project folders and drawing records.
- Ensure drawings are saved and issued in accordance with company procedures.

4. CAD Standards & Compliance

- Follow Burnham Electrical Services Ltd's **General Drafting Procedure Document**.
- Maintain consistent drawing standards, naming conventions, and revision control.
- Ensure all work is completed accurately and in line with company procedures.

5. Additional Responsibilities



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- Assist with general administrative duties within the CAD department.
- Support the preparation of technical submissions when required.
- Assist with project coordination and other CAD-related tasks as directed.
- Participate in client or internal design meetings when required.

Required Skills & Experience

- Good attention to detail and accuracy.
- Basic knowledge of CAD software and technical drawings.
- Good organisational and time-management skills.
- Ability to follow instructions and work to deadlines.
- Good communication skills and a willingness to learn.
- Ability to work collaboratively within a busy design team.

Reporting Structure

The CAD Engineer Assistant will report to the **CAD Engineer and Manager**, providing flexible support to the CAD department as project workloads and business requirements dictate.

Kind regards,

Jay Weaver | CAD Manager

Burnham Electrical Services Ltd

01628 665253 Ext 144

A handwritten signature in black ink, appearing to be 'JW', is positioned to the right of the typed name 'Jay Weaver'.