

## TECHNICAL & DEVELOPMENT SERVICES (SOUTHERN) LTD

**JOB DESCRIPTION** – Trainee CAD Technician/Assistant Development Engineer

**Location:-** Hillreed House, 54 Queen Street, Horsham, West Sussex, RH13 5AD



**Job Purpose:-** To train as a CAD technician and to assist in the management of utilities on behalf of external clients.

### **Key Accountabilities**

- To assist Directors and Development Engineers with their duties.
- To develop skill in Autocad as a CAD operator and designer.
- To report to CAD Manager.
- To assist in the progression of enquiries on behalf of TDS clients in relation to the provision and management of utilities on new developments.
- To assist in ensuring timely delivery of utilities and associated matters on new developments.
- To assist in checking utility costs on both new and historic developments and identifying charges which could be challenged.
- To assist with the resolution of post-development issues on behalf of clients.
- To undertake other tasks which may be required from time to time by the directors.

### **Key Tasks**

- To collect CAD information from client and create base layout in CAD.
- To add other information provided which is relevant to the project (e.g. CAT scans, road and sewer designs).
- Develop overall base incorporating designs from all disciplines in varying formats.
- Create designs for Combined Services Layout incorporating designs for new mains and services and diversions.
- Update and issue revisions to CSL until final designs from Utility Companies are received.
- Issue final CSL for construction.
- Assisting with TDS work including Utilities and Design as required.
- Liaising with Utilities Companies in relation to applications for new mains and services, enquiries relating to the diversion and disconnection of existing mains and services and progression of all matters relating to utilities to ensure clients developments can proceed on time.
- Liaising with site contacts for both clients and utilities companies in relation to planning and delivery of the provision of mains and services on new developments in line with prescribed timescales.
- Ensuring that best value is achieved for clients in relation to utilities issues by thoroughly checking whether proposed and historic costs are fair and reasonable and identifying any abnormal charges which should be challenged.
- Obtaining relevant information required to progress an issue on behalf of our client.
- Reporting to our clients in a format that has been agreed with them. Producing site diary sheets.
- As an employee representing TDS carry out the above in a polite and professional manner.
- Scanning and printing drawings for all TDS Companies, as required

Please email your CV to Vera Ranson  
Office Manager/Administrator  
Email: [Vera.Ranson@t-d-s.com](mailto:Vera.Ranson@t-d-s.com)  
Tel: 01403 276888