

Job Description – CAD Technician

Job Title: CAD Technician – Caxton Façades

Department: Caxton Façades

Reporting to: Design Manager / Senior Design Manager

Location: Derby

Purpose of the Role

To support the façade design team through the production of accurate, coordinated, and high-quality technical drawings and 3D models. The CAD Technician plays a key role in ensuring that façade systems are clearly detailed, buildable, compliant, and aligned with project requirements and programme.

Key Responsibilities

- Produce accurate 2D CAD drawings, details, and layouts in line with project specifications
 - Assist in the development and coordination of 3D models (e.g. Revit or similar)
 - Update and revise drawings in response to design changes, reviews, and client feedback
 - Ensure all drawings are issued in accordance with company standards and document control procedures
 - Maintain drawing registers, revision histories, and file management systems
 - Support the coordination of façade designs with architects, structural engineers, and MEP consultants
 - Identify, highlight, and help resolve design clashes or inconsistencies
 - Work to project deadlines and support the wider team in meeting programme requirements
-

Design & Technical Support

- Assist in the development of façade detailing including:
 - 3D mock-ups
 - Stofix Brick Slip Cladding
 - Rainscreen cladding including Aluminium design detailing
 - Curtain walling
 - Window and glazing systems
- Interpret architectural drawings, specifications, and schedules
- Ensure drawings reflect practical, buildable solutions
- Support design coordination meetings and implement agreed actions
- Contribute to continuous improvement of drawing standards and processes

Health, Safety & Compliance

- Follow all company health & safety procedures and policies
 - Maintain awareness of CDM Regulations and safe design principles
 - Ensure drawings and outputs align with relevant building regulations and standards (including fire compliance where applicable)
-

Communication & Teamwork

- Work collaboratively with internal design teams and other departments
 - Liaise with external consultants and supply chain partners where required
 - Communicate clearly and professionally at all times
 - Proactively seek clarification when required to ensure accuracy of work
-

Systems & Software

- AutoCAD (essential)
 - Revit or other 3D modelling software (desirable)
 - Microsoft Office (Word, Excel, Outlook)
-

Personal Development

- Actively develop CAD and technical knowledge
 - Attend training courses and CPD as required
 - Stay up to date with industry standards, regulations, and façade technologies
 - Seek feedback and continuously improve performance
-

General Responsibilities

- Work in line with company values: Trust, Respect, Integrity, and Passion
 - Maintain a high level of accuracy, quality, and professionalism in all work
 - Support colleagues and contribute to a positive team environment
 - Take ownership of tasks and meet agreed deadlines
 - Undertake any other duties as reasonably required by the business
-

Key Relationships

- Internal:
 - Design team
 - Contracts / Project Managers
 - Commercial team
- External:
 - Architects
 - Engineers
 - Main contractors
 - Suppliers and subcontractors

Success Measures

- Accuracy and quality of drawings
- Timely delivery of design outputs
- Effective coordination with other disciplines
- Contribution to successful project delivery
- Continuous improvement in skills and knowledge

Please send all enquiries and CVs to:

Tom Prince – Contracts Director
tom.p@caxtonfaçades.com

AND

Tom Mortlock – Managing Director
tom@caxtonfaçades.com