



### ***Mitchell Glass - Job Description***

This Job Description is intended as a general indication of the main responsibilities of the job and does not include detailed instructions as to how the tasks are undertaken.

<b>JOB TITLE</b>	Architectural Technician
<b>REPORTS TO</b>	Lewis Roden
<b>LEVEL OF AUTHORITY</b>	No direct reports
<b>MAIN PURPOSE OF JOB</b>	Ensuring the technical details of contracts are processed correctly, obtaining Local Authority permissions where necessary and helping to ensure a smooth delivery of projects to exceed Customer expectations and meet Company standards.

### **MAIN DUTIES**

	<b>DUTIES</b>	<b>EXPECTED STANDARDS</b>
1	Carry out onsite surveys and prepare technical and working drawings	Competent use of Autocad or equivalent
2	Obtain Local Authority permissions and completion certificates	Per company timescales for each product
3	Provide u-values and technical information for projects	Satisfying Building Regulations by liaising with architects
4	Provide technical backup to Salesteam	3D drawings/Google Sketch Up/Mitchell Glass software

You may be asked to carry out additional tasks within your capability, in order to meet the needs of the business.