



**Engineering Doors.
Opening Futures.**

The Market Leader in Special Purpose Door Systems

At Clark Door, we believe that great work deserves great rewards. That's why we've designed a benefits package that supports your well-being, growth, and happiness; both inside and outside of work.



Why Work With Us?

Career Development – Grow with us through structured training, development pathways, and clear career progression opportunities.

Generous Annual Leave – Enjoy 33 days of annual leave, inclusive of bank holidays, to rest and recharge.

Birthday Off – Celebrate your special day with an extra day off, no annual leave required.



Loyalty Reward Scheme – Earn an additional day of annual leave after 3 and 5 years of continuous service, recognising your dedication.

Life Assurance – Peace of mind with life cover at 4x your basic salary.

Holiday Flexibility – Access our holiday purchase scheme to tailor your leave to your lifestyle.

Financial Benefits – Company pension contributions and employee discounts to support your financial wellbeing.

Family-Friendly Policies – Enhanced maternity and paternity leave designed to support you through life's big moments.

Health & Wellbeing – Stay active with our cycle-to-work scheme and benefit from additional store discounts.

Sick Pay Support – Company-funded sick pay provides security when you need it most.

Be Kind Day - two working day's paid leave per year to undertake volunteer work with a registered charity.

www.clarkdoor.com/careers

DRAUGHTSPERSON

Responsible To: Head of Design & Engineering

Location: Carlisle (CA6 4SD)

Salary: £28,000-£32,000 DOE/Qualifications

Overall Job Purpose

- To support engineers with the effective designs for specific contracts.
- To produce accurate drawings for customer approval and manufacturing.
- To produce installation drawings and instruction packs.
- To maintain supporting documentation associated with submittals and document control.

Behaviours

As a company, we set high standards of performance and ethical behaviours. The following corporate behaviours underpin the working environment and assist us in delivering our vision:

- Working with integrity
- Being commercially astute
- Partnering people and change
- Driven to make a difference
- Accountable for actions
- Courageous leadership
- Environmentally responsible

Key Responsibilities

- Review contract drawings and highlight any potential anomalies between the client's official order documents e.g., the Architect's specification, site details and any site surveys in contrast to Clark Door Ltd's (CDL) proposal.
- Visit construction sites if required to survey door openings and surrounding structures.
- Study clients engineering plans and drawings and produce a General Arrangement drawing of the CDL product, with appropriate connection interface details relevant to the building structure.
- With support of an experienced engineering team, draught arrangements and manufacturing instructions, based on CDL's product and the design intent from the customer.
- Aid the Project Engineers in the co-ordination of designs. Liaising with the client's engineering team and/or client's architect on order to obtain drawing approval.
- Liaise with the CDL manufacturing team and installation department to ensure designs are suitable for manufacture and installation.
- Produce and issue detailed fabrication drawings to the CDL production team, and specify welding details etc. for structural components.
- Produce and issue detailed drawings of machined components for sub-contract manufacture (as applicable).
- Inspect finished doors and ensure that they are built to specification.
- Liaise with and issue installation instructions to the CDL installation teams.
- Develop and apply personal skills that contribute to effective team-working and be an advocate of promoting quality and excellence in all dealings with customers.
- Be innovative and committed to continuous improvement; putting forward ideas and strategies that contribute to the company's success.
- Become a fully integrated member of the CDL team supporting our collective aims for company growth and development.

Other Responsibilities

Health and Safety

The post holder is required to carry out the duties in accordance with the Company's Health and Safety policies and procedures.

Diversity

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all staff.

Quality

To support in striving to create a client service culture with total commitment to quality.

Other Duties

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder.

How To Apply

At Clark Door, we are committed to attracting talented individuals who share our dedication to quality, innovation, and excellence. To ensure your application is processed efficiently, please follow the below:

Please include the following documents:

- Your CV – highlighting your skills, experience, and achievements.
- A cover letter – outlining your interest in the role and why you believe you are a strong fit for Clark Door.

Submit your application to: careers@clarkdoor.com

To help us direct your application correctly, you **must** include the job title you are applying for in the subject line of your email.

Example: "Application – [Job Title]"



Person Specification

All criteria detailed below are essential, unless stated as “D” (desirable).

Criteria	Competency
Education and Qualifications	<ul style="list-style-type: none">• Minimum NVQ level 3 in an Engineering discipline; or general working knowledge of the engineering industry and designing products into buildings.• Autocad 2D.• Knowledge of Health & Safety legislation (D).• Degree/HNC/HND in an Engineering discipline (D).• Membership of an appropriate trade and/or professional association (D).• Autocad 3D (D).• Solidworks (D).• FEA experience (D).
Experience, Knowledge and Understanding	<ul style="list-style-type: none">• Experience working as an Engineering Draughtsperson.• Design for Manufacture experience.• Project management experience (D).• Experience of practical aspects of installing designed equipment (D).• Experience of dealing with a wide range of partners with differing priorities (D)
Skills	<ul style="list-style-type: none">• Detailed understanding and ability to interpret engineering drawings designs.• Ability to draught 'General Arrangement drawings' for client comment and approval.• Ability to work under own initiative to broad agreed guidelines.• Excellent communication skills (oral and written) and the ability to work across all levels of the organisation as well as externally, with decision makers locally and nationally.• Excellent organisational and time management skills with experience of contractor and budget management.• Ability to write clearly, logically, and succinctly and translate complex information for consumption by a variety of audiences.• Ability to produce detailed engineering manufacturing drawings and instructions.• Commercial awareness (D).
Personal Qualities and Commitment	<ul style="list-style-type: none">• Willingness to take on and embrace new challenges to improve the organisation and the “customer” experience for businesses dealing with CDL.• Hard-working, motivated and confident.• Meticulous, with an eye for detail.• Decisive, resilient and calm under pressure.• Tactful, diplomatic and assertive when dealing with challenging situations with experience of conflict resolution (D).• Openness to mobile working and travelling nationally and internationally, as required (D).
Other Factors	<ul style="list-style-type: none">• Flexible and adaptable approach to working hours and job tasks• Right to work in the UK• Driving licence and ability to travel across customer sites• Ability to obtain a CSCS card• Ability to work abroad (D)



**THE MARKET LEADER IN
SPECIAL PURPOSE DOOR SYSTEMS**

Head Office & Factory

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