

# Position Description

<b>Position Title:</b>	Detailing Manager
<b>Job Code:</b>	TBD
<b>Salary Grade:</b>	TBD
<b>Reports to:</b>	
<b>Reports:</b>	Computer Assisted Design Programmer, Detailer, Detailing Assistant, Detailing System Administrator
<b>FLSA:</b>	Exempt
<b>Department:</b>	Detailing
<b>Date:</b>	April 2016

## Position Summary:

The Detailing Manager directs all efforts in the detailing department including internal detailers and outside detailers.

## Duties and Responsibilities:

1. Directs day to day operations of the detailing department including code specialists, assistant detailers and anyone involved with drawings for fabrication or erection.
2. Reviews projects with project managers and develops appropriate plans to detail all items in efficient manner.
3. Develops appropriate RFI questions to anticipate problems and follows them to assure a timely answer.
4. Reviews all contract drawings and makes sure all important issues are defined and controlled.
5. Develops designs and directs other in their model development.
6. Directs outside detailers and makes sure they are following company standards.
7. Establishes and monitors procedures to assure drawing standards are maintained to improve overall plant quality standards.
8. Establishes effective training for all detailers and establishes clear standards for outside detailers.
9. Establishes and continually monitors flow of jobs to assure plant and field are adequately loaded with jobs. This is done with active day to day interaction with Production and Field Managers
10. Reviews all drawings to be sure adequate engineering standards have been met.
11. Other duties as required.

## Necessary competencies:

1. Accurate
2. Communication
3. Customer Focus
4. Flexibility
5. Judgment

6. Leadership
7. Planning and Execution
8. Problem Solving
9. Teamwork
10. Technical Orientation

### **Technical Expertise**

1. Experience designing in manufacturing, assembly, production or similar industries is required.
2. Experience reading and understanding blueprints, designs and drawings is required.
3. Experience working in construction or structural building industries is preferred.
4. Computer proficiency: MS Office [Outlook, Excel, Word] or similar software is preferred. AutoCAD, Advance Steel, FabSuite, or similar software is required.

### **Education and Experience**

1. Education: High School Diploma or equivalent is required; Associate's degree in industrial, civil, structural engineering or construction design is preferred.
2. Certification: None.
3. Years of experience: 5 to 7 years is required.

### **Physical Environment**

- While performing the duties of this job, the employee is regularly required to lift, walk, stand, sit, bend, reach with hands and arms, climb, push/pull, use hands, and see, hear, and speak.
- Occasionally lifts up to 50 pounds.
- The noise level in the work environment is usually quiet to moderate.
- This position is performed in an office setting, five days a week with typical work hours being 8.00a through 4.30p.