



## Designer/Detailer

**Summary/Objective:** The Designer/Detailer is responsible for the creation of installation and fabrication drawings from the design drawings and specifications provided by the Customer. Approval/installation drawings must be complete and accurate, containing all information required by the architect and engineer for their review and approval, and for the erector to install the products. Fabrication/shop drawings must be complete and accurate, containing all information required to purchase material, fabricate and check parts, including material finishes. The Detailer will work directly for the Detailing Manager, and closely with the Project Managers and Shop Team.

**Reports to:** Detailing Manager

**Essential Job Responsibilities:** Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

### **Detailer Responsibilities:**

- Use the contract documents, design drawings, specifications, etc. to become the content expert on our scope of work.
- Work with the Detailing Manager to clarify the project schedule and product delivery requirements.
- Work with the Detailing Manager and Project Manager to value engineer and design all products within the scope of work.
- Model and detail the project using the currently available software.
- Create a drawing set for engineering review, and work with the engineer to incorporate required changes.
- Send the engineered drawing set and calculations to the architect and engineer of record (EOR) for their review and approval, and incorporate any required changes.
- Create and release the detailed fabrication drawings, gather sheets, and CNC machine files as required.
- Work with shop personnel to resolve drawing questions.
- Maintain accurate detailing status in the Drawing Log.

### **Required Education and Experience:**

- Associates degree in Drafting or Mechanical Design, or equivalent experience.

### **Preferred Experience:**

- Steel detailing experience.
- Modeling experience, especially SDS/2, is a plus.
- Knowledge of stair and rail fabrication.

### **Competencies:**

1. Initiative/Self-starter.
2. Time management skills.
3. Strong organizational skills.
4. Working collaboratively with others.
5. Problem solving and conflict resolution.

6. Communicate clearly and effectively, written and verbal.
7. Computer/Technology skills.
8. Read and interpret design drawings and specifications.
9. Understand and design to shop capabilities and preferences.

**Work Environment:** This job operates in an office environment but also requires daily visits to the shop and occasional travel to jobsites. This role routinely uses standard office equipment and requires the use and knowledge of specific software.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to communicate with third parties. There will also be prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 30 pounds at times.

**Position Type/Expected Hours of Work:** This is a full-time position, where normal business hours should be expected in an office environment with required overtime. Onsite presence is required for this position.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.