



Structural Steel Detailer Position

RJ Russo a fast-paced growing AISC Certified structural steel construction, erection, fabrication & misc metals company seeking a full-time Steel Detailer. Detailer manages the flow of technical information between the RJR Management team & Fabrication Shop and customers through verbal and written communication, is responsible for schedule preparation, pre-planning, forecasting and assuring project accuracy and quality from conception to completion. To be successful in this position, you must be detail-oriented and value teamwork and collaboration.

Core Responsibilities:

- Reviews design drawings and 3D BIM Models for accuracy and completeness, and coordinates resolution of discrepancies and/or missing information with customers, design team, other trades, detailing, shop, & field as may be necessary.
- Coordinates project sequencing and basic detailing job setup including advance bills and shop and erection drawings.
- Provides instructions and guidance to steel detailers in preparing models and shop drawings per project requirements and standards.
- Monitors project schedules regarding submittals, approvals, and shop fabrication releases. Identify and communicate possible delays or problems to project management team.
- Organize detailing RFI process through formal RFI to customer and informal RFI's with the engineer, architect, and general contractor. Facilitates and fulfills other documentation efforts and duties and as may be required.
- Distribute and route drawings. Work closely with Document Control to avoid delays and maintain logs.
- Act as a liaison between shop, field, detailers and subcontractors to resolve fabrication and erection difficulties.
- Provides assistance to the Project Management Team in achieving successful project results.
- This position requires travel to design and coordination meetings, fabrication facilities and job sites.
- Coordinates the detailing efforts of various common subcontractors.
- Serve as a direct link between Detailers, Project Managers, and other production departments, and customer, other contractors, and Design Team as may be required.
- Work closely with V.P. Project Management to assist with selection and training of incoming and current Project Coordinators and/or Project Coordinator Trainee's

Project Coordinator required qualifications (Knowledge, Skills, and Abilities) to perform essential functions:

- **Approachability** - Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
 - **Conflict Management** - Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.
 - **Customer Focus** - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
 - **Drive for Results** - Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
 - **Functional Technical Skills** - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
 - **Interpersonal Savvy** - Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.
 - **Planning** - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
 - **Time Management** - Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
 - **Written Communications** - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- **Education/Training**-Associates degree or training from an approved and accredited technical school in engineering or detailing/drafting "MAY" substitute for five (5) years of the required experience. A Bachelor's Degree from an accredited college or university in Construction Management, Structural/Civil Engineering, or Business may substitute for 3 years of the required experience.
- **Work Experience**-At least ten (10) years related experience in the coordination of structural steel projects. Associates degree or training from an approved and accredited technical school in engineering or detailing/drafting may substitute for five (5) years of the required experience. A Bachelor's Degree from an accredited college or university in Construction Management, Structural/Civil Engineering, or Business may substitute for 3 years of the required experience.

· **Specialized Knowledge**- Ability to read and interpret shop and design drawings. General understanding and knowledge of basic drafting skills, 3D modeling software/Tekla practices, fabrication and erection standards, standard technical terminology, common structural steel practices, and drafting room procedures.

· **Software, Technology and Equipment experience**- Personal Computer; phone; Computer Software includes: MS Windows 7, MS Office Word, Excel, and Outlook; Contract Manager, Primavera Scheduling, Fabtrol and Tekla system.

Benefits

Vacation, Paid Holidays, Dental Insurance, Health Insurance, 401k with company match, FULL-TIME Position Salary- \$65,000 to \$125,000 per year (D.O.E.)

RJ Russo is proud to be an equal opportunity and affirmative action employer regardless of race, color, gender, age, sexual orientation, gender identity, religious beliefs, marital status, genetic information, national origin, disability or protected veteran status

Job Type: Full-time

Pay: \$65,000.00 - \$125,000.00 per year