



# Collins & Jewell Company

**INDUSTRIAL INSTALLERS / CUSTOM FABRICATORS**

*A Proud Connecticut Corporation For More Than 60 Years*

5 Rachel Drive  
Bozrah, CT 06334  
Ph. 860-887-8813  
Fax 860-886-5359  
www.collins-jewell.com

**Job Title:** Designer / Detailer I  
**Department:** Design & Estimating  
**Reports To:** Design & Estimating Manager  
**FSLA:** Non-Exempt

## **Company Profile and Mission:**

Collins & Jewell Co., Inc is an Industrial Installation and Custom Steel Fabrication company which provides the Manufacturing and Processing Industries with the latest mechanical services. Our professionally trained staff can cover the complete spectrum of Industrial Installation and Custom Fabrication manufacturing projects ranging from mechanical, electrical, and project management needs for any scale project. This is done through our high caliber, responsive team of experienced professionals who employ integrity, honesty, and ingenuity. Our commitment is to deliver the highest quality, the latest technology, and unmatched flexibility which enables us to exceed our customers' expectations.

COVID-19 continues to significantly impact our employees, families and communities. With employee health and safety as our top priority, Collins & Jewell Company Inc is taking action to address the increased risk and uncertainty COVID variants pose in the workplace and ensuring we meet our commitments to national security.

## **Summary of Position:**

Produce detailed shop and erection drawings for steel fabricators and steel erectors. The Designer/Detailer I prepares detailed plans, drawings and other documents for the manufacture and erection of steel members (columns, beams, braces, trusses, stairs, handrails, joists, metal decking, etc.) used in the construction of industrial plants, and various non-building structures, up to and including mechanical components and machined parts.

## **Job Requirements:**

The below statements describe the general nature and level of work being performed in this job. They are not intended to be exhaustive lists of all duties and indeed additional responsibilities may be assigned, as required by management.

- **Designer Position** will utilize Solid works 3D software in the preparation of Mechanical Design projects working in accordance with ASME International Standards.
- **Detailer Position** will utilize Tekla 3D software in the preparation of Structural/Misc. steel projects working in accordance with AISC code of Standard Practice.

## **Essential Functions and Responsibilities:**

- Must comply with the requirements of the design drawings and with all industry standards and
  - protocols, specifically those established by the American Institute of Steel Construction (AISC), the American Welding Society (AWS) and comply with current OSHA and IBC Building codes and EB Specification 2678.
  - Document Control through Revision: Keep track of changes during the drawing process, the revisions
    - are identified by incrementing an associated number or letter code which should appear in the drawing
    - revision block.
- Preparation of shop and erection drawings for projects using TEKLA, Solid-Works and AutoCAD.
- Accurately complete and check all necessary system input for finalization of fabrication drawings, shop
  - details and Bill of Materials.
- Check shop drawings, including bills of material.

- Reads and understands blueprints.
- Assist with efforts to produce accurate Standard Operating Procedures (SOP's) as they pertain to the Design & Estimating Department.
- Ability to meet deadlines while maintaining a high level of accuracy and quality.
- Establish and maintain effective working relationships with co-workers while demonstrating courteous and professional office etiquette.
- Through training provided by Collins & Jewell, obtain the necessary experience with computer drafting equipment and 3D Modeling software; TEKLA, AutoCAD, Solid Works, etc.
- Assists in developing new design concepts and/or process selection.
- Performs data entry and manipulation.

#### **Additional Design/Detailing Coordination Responsibilities:**

- Communicate and coordinate with the Design & Estimating Manager the timeline of upcoming and ongoing projects to assist in the scheduling of multiple projects for shop fabrication □ Utilize knowledge and capabilities to effectively coordinate all aspects of a project (quote, design, detailing, purchasing, fabrication and installation)

#### **Education/Training**

High School Diploma or equivalent, AS Preferred.

#### **Work Experience**

1-2 years' work experience in 3D systems may substitute as an acceptable equivalent to a AS in Mechanical Engineering

#### **Specialized Knowledge**

- Basic knowledge of 3D Modeling
- Basic knowledge of creating components and reports within the 3D Systems to improve efficiency.
- Basic knowledge of structural steel design/detailing. This includes the ability to read design drawings.
- Understanding of steel purchasing, fabrication and erection operations.
- Good perception and visualization of structural assemblies.
- High attention to detail.
- Basic mathematics including geometry and GD&T
- Ability to provide cost effective and value-added solutions.

#### **Software & Technology**

Proficiency in the use of Microsoft PC's, MS Office applications. Knowledge of 3D Modeling Software; Tekla Structures, Solid-works and AutoCAD. FabSuite knowledge is a plus.



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## **Quality Characteristics:**

The individual for this position must be an energetic person who interacts well with a diverse staff and client base. This person will be highly motivated, proactive, and able to work independently. The candidate for this position will feel comfortable taking the initiative in system development, problem solving, internal and external office communications as well as be flexible and accommodating in adapting to shifting priorities. A professional work ethic, positive attitude, and the openness to new challenges will be a required attribute for this position. This person will demonstrate their ability regarding attention to detail, organization, and creative problem solving. The candidate for this position will maintain composure and enjoy working in an evolving environment; proving ambitions of self-improvement and the willingness to cross train in responsibilities of other departments.

## **Work Environment**

Position requires as many hours needed to fulfill the daily and weekly obligations required to carry out the functions. Working long days including evenings and weekends can be required for this position. Position requires occasional out of state air/road travel as needed and required. A clean driving record will be required due to required road travel. Current and valid driver's license and proof of acceptable insurance are required. This position is generally indoors in a climate-controlled office. However, occasional visitations to outdoor plant facilities and job sites will be required. Reasonable accommodations will be made upon request for those who have disabilities that qualify under the American with Disabilities Act.

## **Evaluation Criteria:**

- Personal Development
- Company/Team Development
- Critical Thinking
- Accountability
- Professional Conduct
- Leadership
- Conflict Resolution
- Collaboration
- Mentoring

## **Benefits:**

- Medical Benefits (To include; Vision, Dental, Short Term Disability)
- Retirement Plan (401K)
- Paid Vacations
- Paid Holidays

Collins & Jewell Company Inc is an Equal Opportunity Employer with an Affirmative Action Plan.