



# 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:** Detailer II

**Department:** Design/Detailing

**Reports To:** Design/Detailing 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 large or small. 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 will enable us to exceed our customers' expectations.

Our mission is to pride ourselves in our ability to meet the needs of our growing list of customers and welcome the opportunity to face special challenges head-on while maintaining a strict standard of cost-effectiveness and timeliness.

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 drawings for [steel fabricators](#) and steel erectors. The detailer 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](#).

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

## **Essential Functions and Responsibilities:**

- Works closely with Design/Detailing Manager, Project Managers, [Architects](#), [Engineers](#), [General Contractors](#) and Steel Fabricators to prepare/submit final erection drawings and shop drawings.
- Serve as a support analyst and operate complex 3D modeling systems such as TEKLA, Solid-works, AutoCAD, etc.
- Must comply with the requirements of the design drawings and with all industry standards and protocols, such as those established by the [American Institute of Steel Construction](#) (AISC) and the [American Welding Society](#) (AWS) and comply with current OSHA and IBC Building codes
- Provide support in editing standards and/or company procedures that relate to detailing.



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- Through experience and knowledge of existing engineering codes, mathematics, building materials and other physical sciences the detailer will suggest connections subject to the approval of the structural engineer, Production Manager, Design/Detailing Manager, Project Managers in cases where the structural drawings have insufficient information.
- Document Control through Revision: Keep track of changes during the drawing creation [workflow](#), the revisions are identified by incrementing an associated number or letter code which should appear in the drawing revision block.
- Prepare approval, construction and shop drawings for projects with the use of TEKLA, Solid-works Modeling and AutoCAD
- Accurately complete and check all necessary system input for finalization of fabrication drawings, shop details and Bill of Materials.
- Communicate complex and technical application issues to non-technical parties verbally and/or written.
- Ability to meet deadlines on a regular basis while maintaining a high level of accuracy and quality and while managing multiple projects.
- Capable of accurately checking the work of other Detailers.
- Establish and maintain effective working relationships with co-workers while demonstrating courteous and professional office etiquette.
- Self-motivated, self-driven and a team player
- Make decisions based on the best interest of the company
- On occasion reports to jobsite to take necessary field measurements to ensure accuracy of project details.

## **Education/Training**

- Associate or Bachelor Degree in Drafting/ CAD/ Graphics Design/ Architectural/ Structural / Mechanical Engineering, architecture, or equivalent is preferred
- Experience with steel fabrication and installation is preferred
- Relevant detailing experience and knowledge in structural and miscellaneous steel is preferred
- Experience using and working with Tekla, familiarity with AutoCAD and Solid-works is preferred

## **Work Experience**

- 3-5 years' work experience in 3D systems may substitute as an acceptable equivalent to a BS in Mechanical Engineering

## **Specialized Knowledge**

- Advanced knowledge of 3D Modeling
- Advanced knowledge of creating components and reports within the 3D Systems to improve efficiency.
- Advanced knowledge of structural steel detailing. This includes the ability to read design drawings.
- Understanding of steel purchasing, fabrication and erection operations.
- Good perception of and visualization of structural assemblies.
- High attention to detail.



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- Basic mathematics including geometry and trigonometry.
- Programming experience is a plus.
- Ability to provide cost effective and value adding solutions.

## **Software & Technology**

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

## **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 a creative problem solver. 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 is required. This position is generally indoors in a climate controlled office. However, occasional visitations to the outdoor plant facilities and job sites will be required. Travel time is 10%. 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)



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- Retirement Plan (401K)
- Paid Vacations
- Paid Holidays