



DETAILER:

Position: Permanent hire, full time, Monday – Friday 8:00 am to 5:00 pm

Benefits: Health Insurance, Life Insurance, 401k

Seeking an advanced Detailer to provide detailed door and hardware schedules and coordinate opening requirements as set forth within the contract documents (plans, specifications, and addenda) and other related information concerning an individual project. Also responsible for assuring local code compliance of the products used in the schedules.

Essential Functions:

- Review sales sheets and job requirements as sold by the sales/estimating department for accuracy in estimated quantities and price extensions
- Form a review of the contract documents (purchase order, plans, specifications) accurately detail opening quantities required for a project
- Accurately detail and schedule materials and verify product costs to determine the best product selections. Enter the costs during the scheduling process and compare to the estimated costs.
- Prepare the shop drawings, schedules, and submittals using manufacturer catalog cuts to support the products selected within the schedule. Prepare required drawings for elevations and corresponding sections as necessary using company issued software
- Verify project as specified meets local code requirements and not any exceptions
- Write detailed notes outlining and highlight any issues or verifications that require instruction by the General Contractor and/or the architect during the submittal process
- Review the schedules and submittals for any errors or options that can affect the project prior to sending the job out for approval
- Upon return of the submittals, update for re-submission if required; or prepare for ordering by the Project Manager unless otherwise directed by detailing manager
- Other duties as required by detailing manager

Minimum Qualifications:

- Minimum of 5 years as a Detailer in the commercial Door and Hardware Industry preferred
- Strong knowledge of Division 8 particularly ASSA ABLOY, Allegion and Curries
- Experience with industry related software system, Comsense
- Effective time management skills and ability to stick to deadlines required
- Must pass pre-employment drug screen and background check

Knowledge, Skills & Abilities:

- Must be able to read and understand construction contracts and interpret blue prints, specifications and plans.
- Knowledge of door, frame and hardware applications as they relate to UL, fire code, building code, ADA, life safety and other restrictions that relate to the general commercial construction industry.
- Knowledge of electronic hardware
- Ability to multitask and handle all types of scopes of projects. Must possess a great attention to detail
- Strong mathematical skills