



Job Description

Junior Detailer – Steel & Concrete (S&C)

Direct Supervisor Lead Detailer on the Project - Intermediate / Senior Steel Detailer

Date: May 9, 2017

Status: Full-Time

Category: Draftsman / Operational

About this Opportunity: Exact Detailing Ltd. (Exact) is a provider of high quality steel detailing services with its head office located in Victoria, B.C.. Exact also has three supporting offices located in Edmonton, Nanaimo B.C. and Surrey B.C.. Exact currently employs 55 people and continues to expand. Exact uses state-of-the-art Tekla software and continually devotes resources to improvements in automation, staff training, and detailing efficiencies.

Job Summary: This is an operational role in a very progressive environment. The Junior Steel Detailer – S&C works within a group of detailers located in-house or in other Exact offices. Detailing projects are often delivered under tight time frames in this fast-paced environment.

Duties / Responsibilities:

- 2-D drawing editing (using TEKLA Structures);
- 3-D project modelling;
- Follow compliance with AISC, CISC, and company standards;
- Focus on complete and accurate quality of work;
- Shifts priorities dependent upon Senior Detailer/Manager instruction;
- Work independently sometimes, while focussing on the tasks assigned;
- Organize and send transmittals based on direction from Senior Detailers/Managers;
- Manage time and organize work to meet deadlines and achieve milestones; and
- Follow office procedure and practices.



Qualification:

- Civil Engineering degree, technical school or college training in design, is a requirement;
- At least two years prior steel detailing experience;
- Concrete detailing experience desired;
- Experience in the drafting or steel construction field;
- Knowledge in basic drafting standards and principles;
- At least one year of TEKLA experience is required;
- A good knowledge of geometry, trigonometry, and a strong aptitude for spatial reasoning;
- Strong communication skills and a good understanding of the English language, both orally and in writing; and
- Strong computer skills and proficiency

Exact's Core Competencies:

These competencies represent the skills, knowledge and behaviors required to advance the initiatives of the detailing teams and Exact as a whole. As a Junior Detailer – Step 5, this role aspires to achieve Exact's Core Competencies which include Attention to Detail, Continuous Improvement, and High Quality Customer Service and Communication.

Key job-specific competencies include:

- Attention to Detail – continually assess work performed and practices to ensure accurate and complete output.
- Continuous Improvement - requirement to understand and keep current with specifications and building codes as related to steel fabrication and erection.
- High Quality Customer Service and Communications – excellent written and verbal communication skills (English). Punctual and respectful interactions with customers.

Job Description Approval

I have read the job description and affirm that it accurately portrays the duties and qualifications required.

Current Incumbent

Date

Position Supervisor

Date

Manager/ Vice President

Date