

Position Description

Role: **XSteel Checker**

Reports to: Assistant Project Manager/Lead Detailer (project dependent)

Scope: The Checker, as part of the detailing team, is responsible to the Assistant Project Manager and/or Lead Detailer for the specific project checking and quality assurance of the projects assigned to them.

Direct reports: Nil

Relationships: Detailers and Checkers
Project Manager
All staff and management

Delegations: Financial: nil

Staff: Performance management as required, in consultation with the Operations Manager and HR Manager

Contracts and projects: nil

Position Description

Responsibility

Project Planning and Set-up

To plan and set up the commencement of project work to a stage where project work flow can be supervised

Tasks

- To perform a thorough review of the design documents to identify potential RFI's, and inform the Project Manager and/or Assistant Project Manager
- to assist, as required, the initial set-up of the project, including:
 - XSteel model creation
 - compilation and check of project drawings

Measurement

Project Conduct

To conduct assigned detailing projects

- to check three-dimensional models of structures to be detailed
- to assist in creating initial E Sheets for ABM checking
- to check connections and members with consideration for fabrication efficiencies and erection issues
- to check shop drawings of structures according to 4DSD standards
- to check anchor bolt plans and erection drawings
- to check reports within assigned scope of responsibility
- to back-check drawings
- to notify Assistant Project Manager / Lead Detailers of any problems that are discovered as soon as possible
- to keep Assistant Project Manager / Lead Detailers aware of project progress
- to draft Request for Information (RFI) submissions to the Assistant Project Manager / Lead Detailer for the client
- to assist in supervising of other assigned Detailers in completing the modelling
- to maintain all project documentation (see below)

To review all modelling to ensure all members are error free, within allocated project time frames to meet submittal dates

To review all connections to ensure they are as per design and are error free

Project Scheduling

To meet project work deadlines

- to report progress of all project work to the Assistant Project Manager /Lead Detailer
- to seek approval from the Project Manager and/or Assistant Project Manager

for any submittal deviations

- to meet all submittal deadlines as directed

Project Documentation

To update project documentation to meet quality, standards and control expectations

- to assist in generating RFIs and/or sketches
- to organise and execute the transfer of submittal packages to clients

Project Quality Assurance

To provide quality assurance to assigned projects by checking all detailing for standards and accuracy

- to check all plans, drawings and sketches when completed by Detailers
- to notify Detailers of changes made, or to be made
- advise Assistant Project Manager /Lead Detailer of any issues

To review all drawings to ensure all drawings are error-free, within allocated project time frames to meet submittal dates

Management

To act in a manner which reinforces the 4D vision, mission and culture, and which emphasises business performance and individual wellbeing

- to provide assistance to staff, especially Detailers, as required
- to monitor interactions between team members to enhance team harmony

Relationship Management

To maintain excellent relations with all clients

- to communicate with clients in an effective and timely manner if required to do so

Reporting

To report effectively to Assistant Project Manager / Lead Detailer in a timely and accurate manner

- to advise the Lead Detailer and/or Assistant Project Manager on the status of each task in terms of:
 - current project checking status
 - hours remaining on checking tasks
- to advise the Lead Detailer and/or Assistant Project Manager of any relevant issues effectively, and in a timely manner

Competencies and Capabilities

The following competencies and capabilities are to assist in recruitment and succession planning, and they are assumed to be met by an incumbent role-holder who has been appointed based on ability and suitability. The ongoing development for the incumbent role-holder should be addressed separately depending on specific individual and business needs.

Communication: The Checker must have competent English communications skills in all forms (email, phone, verbal, written) and be able to maintain effective internal communications on a continual basis to meet effective client and staff outcomes

Competencies: The key competencies for the Checker include:

specialist knowledge	problem solving and analysis	interpersonal sensitivity
effective communications	quality orientation	action orientation

Education:

Essential

Tertiary qualifications in a relevant IT or engineering field

Preferred

XSteel course qualifications
NISD Certification

Experience

Essential

3 – 5 Years Experience in Checking
Knowledge in XSteel

Preferred

Familiarity with reading Architectural Drawings
Familiarity with US Standards