

Position Description

Role: **XSteel Detailer**

Reports to: Assistant Project Manager / Lead Detailers

Scope: The Detailer, as part of the detailing team, is responsible to the Lead Detailer / Assistant Project Manager for the specific project modelling conduct and performance of the projects assigned to them.

Direct reports: Nil

Relationships: Detailers and Checkers
Project Manager
All staff and management

Delegations: Financial: nil

Staff: nil

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 assist, as required, the initial set-up of the project, including:
 - XSteel model creation
 - compilation of project drawings

Measurement

Project Conduct

To conduct assigned detailing projects

- to create three-dimensional models of structures to be detailed
- to apply connections to members with consideration for fabrication efficiencies and erection issues
- to create and edit shop drawings of structures according to 4DSD standards
- to create and edit anchor bolt plans and erection drawings
- to create and check reports within assigned scope of responsibility
- to back-draft 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 Detailers for the client
- to assist cadets as required
- to maintain all project documentation (see below)

To perform all detailing tasks error-free within accepted/agreed/allocated time frames (based on submittal deadlines, work flow, skill levels and management direction)

Project Scheduling

To meet project work deadlines

- to report progress of all detailing tasks to the Assistant Project Manager / Lead Detailers
- to meet all submittal deadlines as directed

Project Documentation

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

- to assist in the generation RFI's and/or sketches
- to update and maintain Project Drawings Logs
- to organise and execute the transfer of submittal packages to clients

Management

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

- to supervise and provide assistance to staff, especially Detailers and Checkers, as required

Relationship Management

To maintain excellent relations with all staff

- to communicate with staff in an effective and positive

Reporting

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

- to advise the Assistant Project Manager / Lead Detailers on the status of each task in terms of:
 - current task status
 - hours remaining on current tasks
- to advise the Assistant Project Manager / Lead Detailers 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 Detailer 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 Detailer 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

Experience

Essential

Experience in drafting or Steel Detailing
Min 1 - 3 Years XSteel Detailing

Preferred

3 Years experience in other detailing software