



# 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](http://www.collins-jewell.com)

**Job Title:** Structural Steel Detailing Checker

**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.

## **Summary of Position:**

The position requires someone who can read and interpret contract drawings, check drawings being released for fabrication with knowledge of AISC, AWS, and NISD Standards. Experience in misc metals and structural steel detailing is a must.

**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:**

- Perform structural steel detail checking to ensure the drawings conform to the projection specifications, engineering requirements, AISC standards, and operational specific specifications.
- Provide technical assistance to the various detailers
- Provide sketches, plans, designs, and layouts as well as needed
- Provide detailing solutions to address various field fixes as they may arise throughout the fabrication and installation of the steel members
- Assist the team with any drawing support required to complete the drawing approval, fabrication, or erection process to ensure excellence.



# 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](http://www.collins-jewell.com)

- Communicate with project managers, purchasers, fabrication and installation crews.
- Ability to read and comprehend construction plans and specifications

## **Education & Experience:**

- Associate or Bachelor Degree in Drafting/ CAD/ Graphics Design/ Architectural/ Structural / Mechanical Engineering, architecture, or equivalent is preferred
- Working knowledge of the following codes and standards:
  - American Institute of Steel Construction (AISC)
- 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
- Strong interpersonal and communication skills
- Proficient with Microsoft Office products (Outlook, Word, Excel, etc)
- Ability to effectively function in a team environment

## **Requirements**

- Associate or Bachelor Degree in Drafting/ CAD/ Graphics Design/ Architectural/ Structural / Mechanical Engineering, or equivalent is preferred
- Working knowledge of AISC codes and standards
- 5+ years in detailing with AutoCAD, Tekla, Solid-works, or other like detailing programs

## **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.



# 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](http://www.collins-jewell.com)

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

Collins & Jewell Company Inc is an Equal Opportunity Employer with and Affirmative Action Plan.