



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

Job Title: Manufacturing Design Coordinator
Department: Drafting
Reports To: Design Engineer Drafting 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:

Assists in managing the flow of technical information between the Project Management team, customers, and subcontractors and vendors through verbal and nonverbal communication. Provides instructions and guidance to steel detailers in preparing shop drawings per project requirements and standards. Reviews design drawings for accuracy and completeness, and coordinates resolution of discrepancies and/or missing information with customers, design team, other trades, detailing, shop, & field as may be necessary. Coordinates project sequencing and basic detailing job setup including advance bills and shop and erection drawings. Monitors project schedules regarding submittals, approvals, and shop fabrication releases. Identify and communicate possible delays or problems to the Detailing Manager. Organize detailing RFI process through formal RFI to customer and informal RFI's with the engineer, architect, and general contractor. Facilitates and fulfills other documentation efforts and duties and as may be required. Distribute and route drawings. Work closely with Document Control to avoid delays and maintain logs. Act as a liaison between shop, field, and detailers to resolve fabrication and erection difficulties. Serve as a direct link between Detailers, Project Managers, and other production departments, and customer, other contractors, and Design Team as may be required. Provides assistance to the Project Management Team in achieving successful project results.

Job Requirements include but not limited to the following. Other duties may be assigned per the direction of the **Engineer Design Manager**.



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Essential Duties and Responsibilities:

The above 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.

- Review drawing files to ensure that the files are accurate according to the project drawings
- Review Nesting to ensure all parts and material used is accurate according to the nesting reports
- Assist Design team with nesting parts with raw material according to the nesting reports
- Follow up with purchasing team for any material needed to meet day-to-day tasks
- Review raw material supply and finished goods demand
- Follow-up as required with all teams to expedite flow of materials and documents to meet production schedule and customer expectations
- Assist in the review of all Design Output required for the project and develop schedule for in-house and sub-out small part completion
- Assist in implementing any needed processes to make planning and fabrication more efficient
- Perform miscellaneous job-related duties as assigned.

Desired Skills, Experience and Qualifications:

- High School diploma or GED.
- At least five (5) years related experience in the coordination of structural steel projects.
- Associates degree or training from an approved and accredited technical school in engineering or detailing/drafting may substitute for two (2) years of the required experience.
- Strong written and verbal communication skills.
- Extensive knowledge of industry standards including AWS, AISC

Education/Training

High School Diploma or equivalent:

Work Experience

1-2 years' work experience in structural steel project coordinating.

Specialized Knowledge

- Ability to read and interpret shop and design drawings. General understanding and knowledge of basic drafting skills, 3D modeling software/Tekla practices, fabrication and erection standards, standard technical terminology, common structural steel practices, and drafting room procedures.
- Understanding of steel purchasing, fabrication and erection operations.
- Good perception of and visualization of structural assemblies.
- High attention to detail.
- Ability to provide cost effective and value adding solutions.



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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.

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.



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