

## Job Description

<b>Job Title:</b>	Precast Shop Detailer
<b>Reporting to:</b>	Manager
<b>Direct reports:</b>	
<b>Date:</b>	
<b>Location:</b>	
<b>Scope of responsibility:</b>	Geographic locations etc
<b>Travel requirements:</b>	Intrastate, interstate etc
<b>Salary:</b>	\$00,000 + Super

### Purpose of position:

The purpose of the Shop Detailer is to complete all shop drawings for commercial building projects using various software. The Shop Detailer produces all precast drawings as directed by the client including issuing drawings to production, assisting and resolving technical issues and checking precast drawings produced by others as required. Detailer is not limited to general arrangement and shop drawing as well as complete shop drawings for manufacture.

### Stakeholders:

#### *Internal Stakeholders:*

Managers and employees of (**company's name**) including other detailers, engineers and production team

#### *External Stakeholders:*

Clients, engineers, architects and project managers/coordinators and other detailers

### Key duties and Responsibilities:

- Preparing Shop Drawings of Precast element using (Software Name)
- Coordinating with Client's Project coordinator, Project Engineer, Project Architect and other trades on the project regarding any issues that will arise during 3D Modeling and during preparation of shop drawings
- Documentation of all cast-in items required for the manufacture of the precast elements
- Coordinate and liaise with Builders, Architects, Engineers and sub-contractors to request information required to complete shop drawings
- Comply with all relevant building codes, Australian Standards and guidelines that impact drafting and design
- Ensure all drawings/designs are completed using design best practice and appropriate templates and client standards
- Ensure communication with production team and inform of any potential delays or concerns
- Ensure all drawings are produced to comply to project schedule and client requirements
- Ensure Health and Safety standard are met and raise any concerns with management
- Document control, issue control and revision control
- Check other drawings
- Responsibility for high accuracy and accurate interpretation of all relevant drawings and documentation
- Compare and pickup variations and identify changes to tender scope

**Person Specification:**
**Qualifications:**

*Essential:* A Certificate or diploma in drafting, computer drawing or equivalent

*Desirable:* A tertiary qualification in engineering/drafting or similar

**Work Experience**

*Essential:* Three years experience using Tekla (or similar software)

Understanding or min requirement (years) Document control systems

*Desirable:* Previous experience in the concrete precast industry or construction

**Knowledge Required:**

*Essential:*

- Experience with (Software Name)
- Prior knowledge of shop-detailing
- Working experience of Australian codes and standards
- Experience and knowledge in interpreting architectural and structural drawings

*Desirable:*

Add if available

**Personal / life Skills**

*Essential:*

- Excellent written and verbal communication skills
- Strong time management skills and ability to prioritise workload
- Strong attention to detail
- Ability to work autonomously
- Advanced computer skills
- Full drivers licence

**Acceptance:**

Signed: .....

Signed: .....

Date: .....

Date: .....

**Employee – (Name)**

**Manager – (name of company)**