



Detailer Division 10

American Direct is a growing organization with more than 25 years of experience providing all-in-one door and access control services from pre-construction and logistics to installation, training and support. We are experts at delivering security solutions at the physical door opening of any building. For more information about our organization please visit: www.americandirectco.com

We are looking for a **Detailer Division 10** to join our **Detailing** team. American Direct is looking for motivated individuals to help our organization continue its expansion across the country. If you have the experience and qualifications outlined below, we want to hear from you!

Responsibilities

Main Duties

- Process submittals in a timely and consistent manner, meeting all project requirements.
- Meet all deadlines and project details on a daily basis to ensure every project is order ready.
- Work directly with team members composed of sales staff, project managers, and procurement.
- Verify all vendor quotes and product requirements on a daily basis.
- Develop and implement required policies, procedures and standards in performing work.
- Interpret contract documents and complete detailed submittal packages for Division 10 that are accurate, easy to understand, order ready and within budget.
- Compile submittals based on pre-existing or pre-determined formats for all aspects of the submittal, including RFI's, Preamble, Material Schedule, Material Recaps, Manufacturer's Data and Cut Sheets.
- Provide every effort to "buy down" projects utilizing better buying programs or obtaining better vendor discounts.
- Advise supervisor of conflicts between estimator quotes and contract documents during detailing.
- Keep complete records of conflicts to be discussed in the Internal Page Turn (IPT) and create informative RFI questions during detailing to eliminate conflicts or confusing information.

- Schedule and conduct Internal Page Turn (IPT).
- Maintain and regularly update accurate and complete schedules of upcoming projects.
- Work closely with coordinator and advise of any changes in schedule.
- Maintain construction documents and update documents with changes during engineering or revisions. Including adding any revised plans sheets to the “As Built” set.
- Review vendor and code requirement updates.
- Follow detailing guidelines before handoff to project management.
- Complete revisions due to change orders or revision to the contract.
- Detailer will meet commitments and achieve company and project goals.
- Four core competencies are required for this position: flexibility, diplomacy, accuracy and timeliness.

Position Requirements

Required Skills

- A minimum of 3 years of experience detailing technical work.
- Experience understanding and interpreting plans, specs, addendums, modification documents and any other project-oriented change or information document.

Skills & Abilities

- Candidate will be able to have flexibility, diplomacy, accuracy and timeliness in his/her work.

Education

- Associate degree in a technical field will be preferred. Relevant work experience will be considered in lieu of education.

Preferred Skills

- Experience in the construction industry with emphasis in the specific fields of Doors, Frames, Hardware and Specialties will be desirable

EEO/Minorities/Females/Disabled/Veterans