



**POSITION GUIDELINE**

POSITION: Detailer (Junior)

DEPARTMENT: Detailing

REPORTS TO: Detailing Manager(s)

DATE PREPARED: February 17,2003

**BRIEF DESCRIPTION OF RESPONSIBILITIES**

- Ensure all work is performed in accordance with Company safety guidelines, safe work practices and job procedures.
- Follow the procedures, training manuals and standards set out by the Detailing Manager(s).
- Work individually or as part of a team with other detailers and Project Administrators.
- Participate in weekly detailing meetings.
- Communicate job progress to the lead detailer, Detailing Manager(s), or Project Administrators.
- Manage time to ensure projects are completed efficiently and on schedule.
- Interpret customer drawings and specifications.
- Translate customer information into fabrication details.
- Define and resolve conflicts or discrepancies within jobs with the aid of Project Administrators.
- Design welds and connections.
- Check the work of others.
- Maintain appropriate confidentiality of Company, customer and supplier information.

*We will provide the resources and the framework for our employees to do whatever it takes to get the job done. Each employee is expected to act within the scope of this guideline but also be flexible in the performance of his or her duties in the JNE environment.*

**DESIRED QUALIFICATIONS**

- Comprehensive computer skills.
- Strong working knowledge of AutoCAD.
- Good operating knowledge of Microsoft Office
- Good interpersonal skills and communication skills (both written and verbal)

EMPLOYEE ACKNOWLEDGEMENT:

DATE:

APPROVED BY:

DATE: