



POSITION GUIDELINE

POSITION: Detailer (Senior)

DEPARTMENT: Detailing

REPORTS TO: Detailing Manager(s)

DATE PREPARED: June 20, 2005

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 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.
- Lead teams of detailers.
- Provide Junior Detailers with instruction and guidance.
- Organize jobs to make most efficient use of time and resources.
- Determine priorities and set schedules, in conjunction with Project Administrators, for project completion. Monitor and adjust schedules to ensure project critical path is on track.
- Submit weekly job status reports.
- Interpret customer drawings and specifications.
- Translate customer information into fabrication details.
- Define and resolve conflicts or discrepancies within a job.
- Specify 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

- Proficient in the use of Microsoft Office, AutoCAD and/or SDS
- Strong interpersonal skills and communication skills (both written and verbal)

EMPLOYEE ACKNOWLEDGEMENT:

DATE:

APPROVED BY:

DATE: