

Rebar Engineering Department Coordinator (Detailing / Estimating)

JMS Rebar | Greensboro, North Carolina

Position Summary:

The Engineering Coordinator is responsible to supervise and coordinate all work related to the Estimating and Detailing Departments. Will be responsible for the supervision, performance, attitude and work dynamic of all personnel associated to this department. The Engineering Coordinator will identify and determine jobs that will require detailing and/or specialty products. Will verify that everything has been considered during the estimating process and will revise any possible saving during detailing process. Will supervise routine, moderately and complex drafting, detailing and other related duties to the department. Will enforce standard practices to produce accurate placing and/or shop drawings necessary for the approval, fabrication and placement of reinforcing steel bars and related accessories in accordance with customer contract documents, industry standards and/or established practices and procedures. Will revise and train personnel to use care to insure the efficient use of materials, fabrication methods and timely delivery of finished products. Will train to utilize computer software like aSa and Microstation (CAD) detailing software to create placing and/or shop drawings, and AIX (our custom software) for commercial purposes.

Essential Functions and Responsibilities:

- Maintains accurate records and documentation for each job.
- Maintain estimating and detailing schedules and will confirm that the dates are met.
- Will quote fabricated rebar jobs, specialty products and/or any future materials.
- Train, perform and supervise on the development of working knowledge of CAD systems, the basics of JMS Rebar detailing system (aSa | Microstation) and AIX (our custom software).
- Will supervise the production of accurate and detailed lists of material for shop fabrication.
- Train, perform and supervise the development of basic knowledge of reinforcing bar industry including reference material (i.e. CRSI, ASTM and ACI).
- Review and verify date of contract documents (plans, addenda and specs) received and compare against the date on proposal/estimate.
- Train, perform and supervise on the development of simple, moderate and complex projects with little or no assistance (i.e. simple foundations, walls, footings, piers, slabs, stairs, retaining walls and other products as required).
- Train, perform and supervise the process of submitting placing and/or shop drawings for approval and make sure they conform to ACI 318, CRSI, or ASTM, JMS Rebar quality assurance, the placer, customer and shop requirements.
- Train, perform and supervise on the process of change orders by identifying change in scope of work to maximize all possible returns.
- Train, perform and supervise the process of pre-qualifying all deliveries for fabrication while providing JMS Scheduler with proper information for final delivery coordination.
- Train, perform and supervise the process of communication with customer, placer, shop manager, sales rep and Architect/Engineer on all questions relating to project; submit requests for Information (RFI) as required.
- Ensure that all specialty items are pre-ordered to maintain construction schedules (i.e. special grade, special coating and special items) and modify inventory accordingly for unusual quantities that may be required.
- Under the direction of JMS Management, be involved in all construction conflicts/disputes (whether contractor, sales rep, designer, placer, detailer or shop), and help with a resolution that is a time and cost effective solution.
- Lead and participate in meetings and/or conference calls to discuss innovative ideas, workloads, availability, issues and problems for all to learn, share and resolve.
- Train, perform and supervise on the process to compare the progression of project detailed weight against contract weight and advise of any discrepancies that may lead to a change order or over shipping.
- Train, perform and supervise on the process of identifying and developing information required to inform customer and sales rep of any changes (time and/or material) to the contract, including the completion of the change order.

- Train, perform and supervise on the process of reviewing all claims of shortages or errors.
- Supervise the estimator to review and identify all claims related to weight discrepancies between estimates and shop drawings.
- Train, perform and supervise the process of making sure outstanding service is taking place and all efforts are taken to satisfy customer needs at all levels, phone calls, meetings and job sites.
- Train, perform and supervise the process of following one or more projects from estimate through detailing and fabrication.
- Train, perform and supervise the process of assisting in determining delivery options and pricing.
- Provide technical assistance as needed from customers, sales reps and designers among others.
- Follow up on quotes and estimates
- Must adhere to JMS Rebar safety programs and standards.
- Demonstrate conduct consistent with JMS Rebar vision and values.
- Maintains a desirable work area.
- Performs other duties as assigned.

Experience and Skill Requirements:

- Previous management experience preferred.
- Previous experience with aSa Rebar Systems, including bar listing, estimating, productions and Microstation or RebarCAD preferred.
- Experience and practical knowledge of rebar per industry standards preferred.
- Must meet attendance standards.
- Ability to interact with JMS Rebar management, coworkers and customers in a positive manner, impart and follow directions and work rules.
- Provide and accept constructive feedback required.
- Strong mathematical skills are required.
- Strong customer service orientation.
- Ability to communicate with customers, sales rep, designers and employees required.
- Must demonstrate outstanding organization and multi-tasking skills.
- Ability to work overtime as necessary outside of normally scheduled shift with little or no advance notification required, including weekends and holidays.
- Ability to read and interpret contract drawings (i.e. blueprints, specs, proposals and forms).
- Strong spatial skills.
- Must be legally authorized to work in the United States without company sponsorship now or in the future.
- Able to read architectural/engineering blueprints.
- Must be able to physically work in Greensboro, North Carolina. This is an in-house position and not available for remote work.

Education Requirements:

- High School Diploma, Technical degree and/or equivalent is not required.

Physical Demands:

- While performing the duties of this job, the employee may be required to lift and /or move moderate to heavy objects.
- Typical office activities.
- Walking, sitting, standing, and bending.
- Using hands to operate objects, tools, computers and other electronic equipment
- Lifting/handling computers and related equipment.

- Vision abilities including close vision and adjusting focus.
- Moderate noise level when at the office high level when at the shop or job site.

Benefits Summary:

In exchange for your hard work and dedication, JMS Rebar offers the following benefits: Major Medical Insurance, dental, vision and family coverage optional, Profit Sharing (at discretion of the Board of Directors), Short-Term Disability, Life Insurance, PTO Days, Holidays, 401K, Employee purchase discount, Auto Mileage Reimbursement, Bereavement Leave, Christmas Bonus (at the discretion of the Board of Directors), Educational Reimbursement for Approved Courses, Free Parking, Jury Duty Leave and Sick Time Off.

JMS Rebar is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, sex, gender identity, sexual orientation, color, religion, creed, national origin, disability, age, marital status, pregnancy, veteran status or any other basis prohibited by law.