

Technical & Detailing Manager

About the Position:

The Falk Panel Technical & Detailing Manager is responsible for all aspects of Shop Drawing coordination, organization, ensuring accuracy of materials, and on-time deliverables.

Responsibilities:

- Conduct technical and quality audits for all project shop drawings.
- Verify shop drawing dimensional adherence to construction documentation.
- Capture all necessary change orders for all projects.
- Communications and management of architectural drafting vendors.
- Verify all bills of materials for accurate quantities and parts specifications.
- Monitor processes for compliance with standards.
- Review and approve invoices from the vendors for shop drawings.
- Modify CAD drawings when necessary.
- CAD detail creation.
- Production file creation and audit.
- Ownership of standard and non-standard detailing library.
- Communicate with Project Coordinators, Estimators, and Sales team as needed.
- Hire and train personnel as necessary.

Education/Experience:

- 5+ years experience in similar role with Architectural Firm or General Contractor.
- Pre-Engineered Metal Building experience is preferred.
- College or related Technical Degree required.
- Construction or Architectural drafting experience. Proficient in AutoCAD required.
- Advanced understanding of construction design principals.
- Ability to read and interpret structural and architectural drawings.
- Good communication and mathematical skills.
- Ability to meet deadlines and problem solve with minimal supervision.
- Must be proficient in all Microsoft Office applications (Word, Excel, Power Point) and Outlook.
- High attention to detail required
- Must be a clear communicator verbally and in writing.