



## **The Project Engineer**

### **Job objectives**

The Project Engineers role is positioned between the Project Manager and Site Foreman and coordinates closely between the two. In a real sense the responsibility of The Project Engineer is to form the “how to” of building a project on paper, before its built in the shop or field. The Project Engineer will advise the Project Manager as to whether or not shop drawings will be created in-house or outsourced.

### **General Duties**

Creating work orders for fabrication and installation as instructed by the Project Manager

Creating Final Glass Takeoffs (FGT)

Creating Final Material Takeoffs (FMT)

Maintain summary of field measurements

Update shop drawings and make necessary changes if conditions differ in the field

Perform final takeoffs

Prepare and organize As-Build drawings

Translate field dimensions into workable documentation to generate fabrication and field instructions as well as generate glass sizes

Provide shop and field with current shop drawings/revisions

Understand and incorporate the industries standard practices, identified in the GANA Glazing and Sealant manuals

Participate in the project “handoff” and post project review meetings

**Resumes can be sent to: [Bswansiger@teamone.glass](mailto:Bswansiger@teamone.glass)**



## **The CAD Technician**

### **Job Objectives**

The CAD Technician will receive direction from the Project Manager/ Estimator to develop layouts, drawings and designs that meet engineering specifications. The CAD operator will also create fabrication drawings from these shop drawings and all other miscellaneous items for production and generate bills of material for purchasing. The CAD operator performs all CAD functions while adhering to the company's drafting standards and procedures.

### **General Duties**

Create shop drawings, including cover, general notes, floor plans, elevations and working details from architectural plans and specifications

Update drawings with engineering requirements

Maintain files and records of drawings

Prepare a variety of material takeoffs

Incorporate marked up corrections

Obtain information to assist in the creating of drawings

Update shop drawing templates as required

Develop and maintain part fabrication drawings

Provide estimating support

Offer department improvements to reduce errors standardize and overall improve efficiency

### **Skills and Knowledge**

Experience using AutoCAD, 3D and Revit a plus but not mandatory

Ability to read and interpret architectural, structural plans and specifications

Proficient in MS Word, MS Excel, Outlook have good communication and grammar skills

Good Math Skills

Well Organized

Ability to multi-task and meet tight deadlines

Desire to learn and be trained

Adhere to policies and procedures

**Resumes can be sent to: [Bswansiger@teamone.glass](mailto:Bswansiger@teamone.glass)**