

MATERIAL TAKE OFF SPECIALIST

Division/Dept.	Procurement & Materials		
Location	Mason, OH		
Job Title	MATERIAL TAKE OFF SPECIALIST		
Reports to	Procurement & Materials Manager		
Type of position:	Hours <u>40</u> / week		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
JOB SUMMARY			
<p><i>Completes detailed bill of material(BOM) for metal, glass, fasteners and gaskets and marks drawings; accordingly, Assists PM's with estimating and obtaining bids; Establishes and maintains productive relationships with external vendors; Tracks and monitors "standard" materials used by job and orders replenishment stock to ensure adequate materials are available in the shop and field when needed</i></p>			
DUTIES & RESPONSIBILITIES			
<p>Material Takeoff(BOM) Orders for Metal, Glass, Fasteners and Gaskets</p> <ul style="list-style-type: none"> Meets with Project Manager to review project specifications, drawings, and timeline Prepares takeoffs(BOM) for pricing and marks plan accordingly Assists in securing bids/proposals as requested <p>Replenishes "Standard" Materials</p> <ul style="list-style-type: none"> Works closely with the Inventory Dept. to track and monitor standard material usage by job Orders replenishment stock <p>Vendor Management</p> <ul style="list-style-type: none"> Establishes and/or maintains productive relationships with vendors Follows up on delinquent or incorrect orders to ensure vendor compliance <p>Data Entry</p> <ul style="list-style-type: none"> Utilizes Computer Ease, Flow Track and Excel Assists in generating the monthly Replenishment Stock Report <p>Processes & Standards</p> <ul style="list-style-type: none"> Analyzes data and makes appropriate recommendations to enhance standards and/or work processes and systems to optimize the manufacturing of curtainwall units Other duties as assigned Minimal travel required 			
JOB COMPETENCIES			
<p>WORK MANAGEMENT</p> <p><i>Meets project milestones and deadline requirements; Successfully manages competing priorities; Complies with work processes; Work is typically submitted with few, if any errors</i></p> <p>COMMUNICATION/TEAMWORK</p> <p><i>Actively engages in project discussions by listening, offering plausible solutions, and supporting group decisions; Interacts professionally and respectfully with customers and coworkers at all levels; Addresses and resolves conflict respectfully</i></p>			

Division/Dept.	Procurement & Materials
Location	Mason, OH
Job Title	MATERIAL TAKE OFF SPECIALIST

PROFESSIONALISM

Demonstrates a positive “can-do” attitude; Self-directed, demonstrates initiative and willingly takes on additional tasks to improve self, others and/or Pioneer; Demonstrates flexibility and adapts to changes in work assignments, priorities etc.; Recognizes skill limitations, asks questions, and takes ownership for mistakes; Promotes a trusting culture by not initiating or engaging in gossip conversations

LEADERSHIP

Champions company goals and promotes a positive image of the company, department and coworkers; Participates in external events as part of the Pioneer team; Sets high personal and project-related goals and works diligently to meet them; Initiates and leads discussions to address technical, process or schedule related challenges; Provides support and/or constructive feedback to team members and less-experienced coworkers; Communicates expectations and inspires others to meet/exceed them; Initiates and/or implements process improvements as required

JOB REQUIREMENTS

- Associates degree in construction management, Engineering, or related field preferred
- 2 years’ relevant experience in procurement, construction estimating, or construction project management required; fenestration experience preferred
- History of being detail oriented with a high degree of accuracy
- Experience reading and understanding architectural and construction specifications and bid documents
- Experience reading and interpreting architectural and structural drawings i.e., dimensions, symbols, types of lines, scales, and views, including elevations, plans and sections
- Familiar with basic engineering and architectural principles in various structures (e.g., poured concrete, steel etc.) and with elements and symbols contained in blueprints, drawings, and specifications
- Expresses thoughts, ideas, and technical information clearly both verbally and in writing
- Works well under the pressure of time constraints and changing expectations
- Working knowledge of Microsoft Office including Excel; experience using Computer Ease and Flow Trac preferred