



Posting Title: Detention Hardware Specialist

Description: Full-time Salaried Position

Company Description: Pauly Jail Building Company is a 5th generation company and leading detention equipment contractor that focuses on new and renovation work for correctional projects in specific regions of the United States. A union contractor signatory to the international ironworkers that self performs all trade related work including detention doors/frames, detention hardware, security glass & glazing, detention furniture, steel cells, security barriers & enclosures.

Seeking applicant with ability to succeed in new environment, learn new skills quickly and become a valued team member for the company. Applicant must be honest and a strong communicator, aggressive and strong work ethic, with attention to details and client relationships.

Position Responsibilities:

- 1) Design Development Assistance:
 - a) Develop and assign Detention Hardware Sets for openings shown on architect's preliminary plans.
 - b) Establish cost for all hardware products used in Hardware Sets.
 - c) When Door Numbers are available assign Detention Hardware Set to them for the architect to include in the door and frame schedule for the project.
 - d) If requested also do the same for standard Builders Hardware required on project.

- 2) Estimating
 - a) Review plans and specifications pertaining to Detention Hardware.
 - b) Enter Detention Hardware Sets on computer Engineering Program.
 - c) Count quantity of each set required from Door and Frame Schedule located on the plans or in the specifications
 - d) Enter quantities on the computer and print out necessary estimating reports to get total cost for in house hardware.
 - e) Copy Detention Hardware Specifications and Hardware Sets and send to detention lock manufacture for them to issue a bid for their products.

- 3) Hardware Submittals, Scheduling & Purchasing
 - a) List Detention Doors from Door and Frame Schedule by hardware set number and include door size, label, and any special note.
 - b) Go to plans and enter location of door, hand of door and review hardware set assigned for function and compatibility.
 - c) Check frame elevations and Electrical Security Drawings to make sure all hardware will operate as designed. List any problems found after the Hardware Set so they can be reviewed at the Shop Coordination Meeting.
 - d) Develop Cover Sheet and Schedule/Keying Notes Sheet for project.
 - e) Pull catalog cuts and templates for all products used on project. Lock manufacturer will typically supply templates for project based on products scheduled.
 - f) Send schedule and catalog cuts and templates to Project Management so they can send out with other submittals required for project.
 - g) Go to Shop Drawing Coordination Meetings as representative of Pauly Jail
 - h) Develop Keying Systems for projects and conduct Keying Meeting with owners to make sure the hardware is going to operate as desired by owner.
 - i) Assist in solving problems relating to doors, frames and hardware.
 - j) Maintain relationships with manufacturers

Compensation Package Includes:

- Competitive Pay
- Health Insurance
- Vacation & Paid Holidays
- 401K Program

Desired Qualifications:

- Bachelor's degree in related field
- Experience w/Protech Software & Onscreen Take-off
- Microsoft Office (Word, Outlook, Excel, Power Point, Publisher)
- Self-starter with strong attention to details