

JOB DESCRIPTION			
JOB TITLE:	Assistant Estimator / Detailer	SUPERVISORY STATUS:	None
DEPARTMENT:	Fairbanks Precast & Rebar	FLSA STATUS:	Non-Exempt
REPORTS TO:	Operations Manager	CLASSIFICATION:	Full Time Full Time. 5+/40+
DATE:	February 10, 2026	JOB TYPE CODE:	700075

GENERAL SUMMARY
<p>Forward facing role that primarily assists in bidding, pricing, and drawing custom precast products. Some job crossover with the sales counter, as well as with general production plant & office operation expected.</p>
SPECIFIC RESPONSIBILITIES (including but not limited to)
<ul style="list-style-type: none"> • Interact with customers to determine their project needs. • Assist with plan set take-offs. • Assist with quote / bid preparation. • Assist with submittals, including shop drawings. • Assist with inventory management. • Organize, maintain, and accurately communicate information among customers, office, and production crew. • Responsible for processing orders and meeting scheduled deadlines, working overtime to do so if necessary. • Assist with the daily plant and office operations. • Other duties as directed by the Operations Manager.
REQUIREMENTS
<ul style="list-style-type: none"> • Must be at least 18 years of age. • Must pass drug and alcohol screening prior to employment and will be subject to random drug tests. • AutoCad or relevant drawing experience preferred. • Must adhere to all safety requirements, procedures and company policies. • Must be dependable and hardworking with a positive team attitude. • Must be able to work both alone and with others, and be willing to put in overtime in order to meet deadlines. • Must have the physical fitness strength to lift 60 pounds and stamina to work on feet for prolonged periods and agility for repetitive work.

PHYSICAL DEMANDS (The following chart indicates the type, amount and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and the following identifies the normal amount of time performing the task.

Frequency Options:
O = Occasionally 1%-33% **F** = Frequently 34%-66% **C** = Continuously 67%-100% **N/A**=Not Applicable

LIFTING Raising an object from one level to another					CARRYING Transporting an object, usually holding in hands, arms or on the shoulder				
<1lb	1-5 lb	5-25 lb	25-60 lb	>60lb	<1lb	1-5 lb	5-25 lb	25-60 lb	>60lb
F	F	F	F	F	F	F	F	F	F

STRENGTH REQUIREMENTS – MAXIMUM SAFE LEVEL OF PERFORMANCE	Very Heavy	Heavy	Medium	Light	Sedentary
	>100 lbs	100-51 lbs	50-21 lbs	20-11 lbs	10-0 lbs
FLOOR TO WAIST—raising an object from floor to waist height (include upward pulling)					
WAIST TO EYE LEVEL—raising an object from waist to eye level height (include upward pulling)					
BILATERAL CARRYING—transporting an object, usually holding in hands or arms in front of body					
UNILATERAL CARRYING—transporting an object, usually holding in hands or arms on side of body					
PUSHING—exerting force upon an object so that the object moves away from the force					
PULLING—exerting force upon an object so that object moves toward the force (include jerking)					

Frequency (O, F, C, N/A)	PHYSICAL & ENVIRONMENTAL REQUIREMENTS	ADDITIONAL DETAILS
O	ARMS OVER HEAD – raising arms above head to lift or reach objects	
F	ATMOSPHERIC CONDITIONS – exposure to such conditions as fumes, noxious odors, dusts, mists, gases and poor ventilation that may otherwise affect the eyes, skin or respiratory	
O	BALANCING – maintaining body equilibrium when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces	
F - C	BENT WRISTS – bending wrists in any direction to perform tasks	
O	CLIMBING – ascending or descending ladders, stairs, ramps, scaffolding, poles and the like, using feet & legs and/or hands and arms. Bodily agility is emphasized.	
O	CRAWLING – moving about on hands and knees or hands and feet	
F	CROUCHING: bending the body downward and forward by bending leg and spine	
O	EXTREME TEMPERATURES – exposure to cold or hot temperatures	Both Hot & Cold
O	FEELING – perceiving attributes of objects such as size, shape, temperature or texture, by touching with skin, particularly that of fingertips	
F	FINGERING – picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling	
C	HANDLING – seizing, holding, grasping, turning or otherwise working with hand(s). Fingers involved only to extent that they are an extension of the hand	
C	HEAD MOVEMENT/ROTATION – moving head in any direction (up, down, side to side), requiring full use of neck and upper back muscles	
F	HEARING: Perceiving the nature of sounds with no less than a 40 db loss @ 500 Hz, 1,000 H and 2,000 HZ with or without correction. Ability to receive detailed info through oral communication and detect small differences in sounds, such as when making fine adjustments to machined parts	
O	HIGH, EXPOSED PLACES – exposure to falling	
O	KNEELING – bending legs at knees to come to rest on knee or knees	
C	NOISE LEVEL INTENSITY –Very Quiet (isolation booth), Quiet (library, private office), Moderate (business office), Loud (heavy equip operation), Very Loud (jack hammer operation)	LOUD
O	PROXIMITY TO MOVING PARTS– exposure to moving parts of equipment, tools or machinery.	
F	REACHING – ARM/ELBOW MOVEMENTS – extending hand(s) and arm(s) in any direction including bending at the elbow	
O	SITTING – remaining in a seated position	

F	SQUATTING – bending legs at knees to come to rest thighs on calves	
F	STANDING – remaining on feet in an upright position without moving about	
F	STOOPING – Bending body downward and forward by bending spine at the waist. Important if occurs to a considerable degree and requires full use of lower extremities and back muscles.	
O	TOXIC, CAUSTIC CHEMICAL – exposure to toxic or caustic chemicals	
F	TRUNK ROTATION – STANDING OR SITTING – rotating torso	Both Sitting & Standing
C	VIBRATION – exposure to shaking object or surface	
C	VISION – Visual acuity, color vision, depth perception visual perception of detail at distances close to the eyes; data and figures, computer terminal; visual inspection involving small defects, small parts, operation/repair of machines; visual perception involving distances at or within arm’s reach (mechanics, machine operations); Visual perception involving extended distances (such as required by equipment operators)	
C	WALKING - UNEVEN – moving body on foot on uneven surface (ground)	
C	WEATHER CONDITIONS – exposure to outside atmospheric conditions	
F	WET/HUMID – contact with water or other liquids or exposure to humid conditions	

This position works in a variety of settings, which may include all types of climatic conditions. This would include exposure to temperature extremes of approximately -30 degrees Fahrenheit to 85 degrees Fahrenheit. The worker may also be exposed to noise, vibrations, dust and various hazards.

MENTAL DEMANDS

The following charts indicate the type of mental demands typically required to perform the essential functions of the job.)

APPLICABLE	MENTAL REQUIREMENT	ADDITIONAL DETAILS
<input checked="" type="checkbox"/>	Communication Skills: Written and Verbal	
<input checked="" type="checkbox"/>	Handling Conflict	
<input checked="" type="checkbox"/>	Handling Multiple Priorities	
<input checked="" type="checkbox"/>	Make non-routine or unexpected judgments	
<input checked="" type="checkbox"/>	Math Skills: Basic or advanced	
<input checked="" type="checkbox"/>	Operate in absence of clear expectations or procedures	
<input checked="" type="checkbox"/>	Operate under short time frames/deadlines	
<input type="checkbox"/>	Public Contact	
<input checked="" type="checkbox"/>	Reading Skills: Basic or technical	Basic
<input checked="" type="checkbox"/>	Reasoning: Applying or developing procedure	
<input type="checkbox"/>	Other	

NOTICE

Because of the nature of work, the person in this position may be expected to work any shift and at various locations based on company needs and the duties of the position may change at any time and may not be identified in this job description. The content of the job description is intended to describe the general nature and level of work being performed by employees assigned to this classification. It is not intended to be construed as a contract or an all-inclusive list of all responsibilities, duties, and/or skills and abilities required of all personnel so classified. Critical features of this job are described above, but they are subject to change due to reasonable accommodation or other reasons.

BENEFITS

- Paid holidays and overtime
- Medical, Dental, Vision insurance
- 401(k) Plan. Bonus Plan*, Profit Sharing Plan* (*dependent on hours worked)

FMI is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other legally protected status.

*FMI is a drug free workplace; passing a drug and alcohol test will be required prior to employment.
Random drug testing during employment.*

Please apply at:

Fairbanks Precast & Rebar

Tyler Johnson, Manager
1122 Bradway Road
North Pole, AK 99705

Fax: N/A
E-Mail: tyler.johnson@kniferiver.com
Online: www.fairbanksmaterials.com

Job Description Acknowledgement –Assistant Estimator / Detailer – Full Time

I have reviewed the job description and I understand all my job duties and responsibilities. I am able to perform the essential functions that include physical & environmental requirements as outlined in the above job description. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified on this description, that I am asked to perform, I should discuss them with my immediate supervisor or the Human Resource Manager.

Employee's Signature

Date

Employee's Name (please print)

Human Resource/ Manager

Date