



## Job Profile: Engineering Intern

- I. Employment start date: June 2021
- II. Job Profile/ description: Engineering Intern
  - a. Residential and Light Commercial drafting of engineering plans and details.
    - i. **Collaborate on all projects and provide engineering and drafting assistance as needed**
    - ii. **Create and assemble construction documents as needed**
    - iii. Represent the Company to clients, vendors, employees and the public in a professional manner
    - iv. Maintain job binders, digital files, keeping project team informed
  - b. Assist in creating engineering submittal packages
    - i. Compile and prepare engineering calculations for submittal
    - ii. Plot and compile engineering plans for submittal
    - iii. Compile other related engineering documentation needed for submittal (truss manufacturer calculations, proprietary systems specifications, etc..)
- III. Technical Requirements
  - a. Currently enrolled in an accredited university in the field of engineering or architectural engineering
  - b. Successfully completed base level design and engineering courses in the field of civil or architectural engineering
  - c. General understanding of residential and light commercial building methods and materials
  - d. Ability to communicate with others via email, use Microsoft office software, misc other software
  - e. Proficient drafting using Auto CAD.
  - f. Proficient in creating and using Excel spread sheets.
  - g. Strong communication skills
  - h. Analytical skills and the ability to interpret information
  - i. Planning and organizational skills
- IV. Compensation
  - a. Starting hourly wage: \$15/hr. (starting)
    - i. Anticipated work hours per week: 16 - 20 hours
    - ii. Work shall be performed in office unless otherwise agreed upon
  - b. Sick Leave:
    - i. Accrual of three (3) working days per year (1 hour per 30 hours worked; 24 hours total). Sick leave available to use after 90-day probationary period
- V. Office equipment, materials, software
  - a. Office workstation with all necessary softwares to be provided and owned by company
  - b. Any other materials needed to perform duties to be provided and owned by company unless otherwise agreed upon.

**\*\*Please email your resume and cover letter to [admin@studioprimeinc.com](mailto:admin@studioprimeinc.com) to apply.\*\***