Job Profile / description: Project Engineering

- Residential and Light Commercial design and drafting of engineering plans and details.
  - Collaborate on all projects and provide engineering design and drafting assistance as needed
  - Create and assemble construction documents as needed
  - Represent the Company to clients, vendors, employees and the public in a professional manner
  - Maintain job binders, digital files, keeping project team informed
- Assist in creating engineering submittal packages
  - Compile and prepare engineering calculations for submittal
  - Plot and compile engineering plans for submittal
  - Compile other related engineering documentation needed for submittal (truss manufacturer calculations, proprietary systems specifications, etc.)
- Assist in creating systems and processes for engineering work
  - Document and create standard details

Technical Requirements:

- B.S. in Civil or Architectural Engineering, EIT
- Successfully completed upper division design and engineering courses in the field of civil or architectural engineering
- General understanding of residential and light commercial building methods and materials
- Ability to communicate with others via email, use Microsoft office software, misc other software
- Proficient drafting using Auto CAD.
- Proficient in creating and using Excel spread sheets.
- Strong communication skills
- Analytical skills and the ability to interpret information
- Planning and organizational skills

Compensation:

- Starting hourly wage: $24/hr. (starting)
  - Anticipated work hours per week: 30 - 40 hours
  - Work shall be performed in office unless otherwise agreed upon
- Sick Leave:
  - 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

Office equipment, materials, software:

- Office workstation with all necessary software to be provided and owned by company
- Any other materials needed to perform duties to be provided and owned by company unless otherwise agreed upon.