Job Profile: Engineering Intern

I. Employment start date: June 2022 (Opportunities for spring quarter available)

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.