

STRUCTURAL ENGINEERING AND INSPECTIONS, INC. S E I

Job Description for Drafter (Full Time Position)

SEI is a Professional, No-Smoker, and Drug Free Work Place.

Required Skills:

- ❖ 1 year minimum experience in assembling Structural Plans for Buildings
OR
2 year minimum experience in assembling Architectural Plans for Buildings
- ❖ 2 year technical degree in drafting or equivalent
- ❖ The ability to create plans of existing buildings by gathering field information
- ❖ A working knowledge of AutoCAD 2006 Version
 - Layers
 - Model / Paper Space
 - X-ref systems
 - Lisp Routines
 - Drawing Setup
 - Plotting
- ❖ Microsoft Office including Access, Excel, Outlook, Word
- ❖ Adobe Acrobat Professional
- ❖ Able to communicate well with others
- ❖ Organizational Skills
- ❖ Inter-office communication
- ❖ Attention to Detail
- ❖ Customer Relations

General Duties include, but are not limited to:

- ❖ Residential Structural Engineering drafting and detailing
- ❖ Multi-family Structural Engineering drafting and detailing
- ❖ Light commercial Structural Engineering drafting and detailing
- ❖ Assemble structural drawings and specifications for permitting / construction
- ❖ Site inspections

Benefits:

- ❖ Compensation: \$10-\$16 per hour
- ❖ Exceptional benefits package
- ❖ 401K (after 1 yr continuous, full time employment)
- ❖ Profit Sharing (after 1 yr continuous, full time employment)

This is an Entry Level position.

Interested Candidates Please E-mail Resume and Application: hr@seitampa.com