

STRUCTURAL ENGINEERING AND INSPECTIONS, INC. S E I

Job Description for Structural Engineer Intern/Project Manager (Full Time Position)

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

Required Skills:

- ❖ A working knowledge of structural design and detailing regarding:
 - Wood Design
 - Masonry Design
 - Concrete Design
 - Steel Design
 - Foundation Design
 - Wind Design
- ❖ Microsoft Office including Access, Excel, Outlook, Word
- ❖ MathCAD
- ❖ AutoCAD 2002 or later
- ❖ Adobe Acrobat Professional
- ❖ Able to communicate well with others
- ❖ Time Management Skills
- ❖ Organizational Skills
- ❖ Inter-office communication
- ❖ Attention to Detail
- ❖ Customer Relations

General Duties:

- ❖ Residential Structural Engineering and detailing
- ❖ Multi-family Structural Engineering and detailing
- ❖ Light commercial Structural Engineering and detailing
- ❖ Assemble structural drawings and specifications for permitting / construction
- ❖ Solve problems arising during construction
- ❖ Manager and lead others to complete client projects
- ❖ Responsible for development of client relationships
- ❖ Assisting with new client prospects/proposals
- ❖ Initial invoice preparation
- ❖ Scheduling of jobs
- ❖ Site inspections as required to solve construction issues
- ❖ Building code analysis and interpretation

Education:

- ❖ Civil Engineering Degree

Benefits:

- ❖ Salary
- ❖ Exceptional benefits package
- ❖ 401K (after 1 yr continuous, full time employment)
- ❖ Profit Sharing (after 1 yr continuous, full time employment)

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