



JOB DESCRIPTIONS:

Executive Assistant to the Engineering Manager and/or Vice President(s)

The position of Executive Assistant provides high-level executive administrative support to the Engineering Manager and two (2) part-time Vice Presidents. He/she must use good judgment in representing the office of the EM/VP with professionalism and discretion to clients, company personnel and/or anyone vying for the EM's/VP's attention. As this is an administrative support position, it will entail professionally and administratively supporting the EM in all administrative capacities including but not limited to: calendar management, proposal writing, various marketing tasks, new business development, answering phones, greeting office visitors and competently assisting other office personnel in an administrative capacity.

REPORTS TO: Engineering Manager

EDUCATION: Bachelor's Degree preferred

EXPERIENCE: Minimum of five years of executive-level administrative experience; construction or engineering related preferred

STATUS: Salaried, Exempt

Structural Design Engineer

The position at the Structural Design Engineer level entails work including design of building structural components from foundation to roof framing on buildings ranging from single-story residential projects to high-rise commercial and residential projects and Mechanical, Electrical, Plumbing and Fire Protection. Building materials include reinforced concrete, masonry, structural steel, light gauge steel, wood, aluminum, fiberglass, and others from time to time. Review of shop drawings and construction field observations will also be required.

Threshold Inspector

The position of Threshold Inspector entails on-site inspections of work in progress to verify conformance to structural plans and specifications. The successful candidate will possess construction experience and/or design experience that provides ability to recognize unsafe or inadequate construction. Projects will include mid- and high-rise buildings as well as buildings with large assembly areas. Communication and coordination with on-site personnel is essential.

AutoCAD/Revit/BIM Manager

The position of AutoCAD/Revit/BIM Manager entails working with Project Engineers and Project Managers to prepare engineering drawings, generate design documents from sketches and/or marked-up drawings through the use of AutoCAD, REVIT or any other applicable software for projects assigned. CAD/BIM Manager will also schedule and coordinate work, oversee AutoCAD/REVIT staff in regards to timelines and budgets, establish and enforce AutoCAD/REVIT standards based on national standards, coordinate work with outsource vendors, review shop submittals and RFI's.

AutoCAD/Revit Drafter

The position of Draftsperson entails working with Project Engineers and Managers to prepare engineering drawings and make engineering calculations through the use of AutoCAD and Revit for projects assigned. Draftsperson will generate design documents from sketches and/or marked-up drawings.

Karins offers competitive salaries commensurate with experience, a comprehensive benefit package to include health, dental, vision, long and short-term disability, voluntary life, 401K with matching, health incentives, continuing education assistance, and an excellent professional development program.

Email resume to Courtney Kendrick, Director of Human Resources at ckendrick@karins.com



JOB DESCRIPTIONS:

Plumbing Sprinkler Designer/Engineer

The position of Plumbing Sprinkler Designer/Engineer involves designing plumbing and fire protection systems, surveying existing building conditions, and preparing reports. It entails attending internal and external project coordination meetings, construction administration, coordination with other building disciplines, field survey and observation work as required for construction activities, working as an integral part of the MEP disciplines, assisting in the development and implementation of plumbing/fire protecting BIM/AutoCAD standards and procedures, as well as any other duties assigned.

Mechanical HVAC Engineer/Designer

The position of Mechanical HVAC Engineer/Designer involves design and development tasks, including drawings, calculations, cost estimates, and specifications for various large and small scale Mechanical HVAC projects. It also entails assisting in project administration, including gathering information, writing reports, drafting, proposals, drafting correspondence, tracking project costs and completing progress reports. The role is expected to coordinate and collaborate with other engineering departments within the firm, have close client interaction, and carry out teamwork with other disciplines, as well as any other duties assigned.

Electrical Design Engineer

The Electrical Design Engineer position entails performing design, computations, and evaluations associated with the design and construction administration of power distribution, emergency generators, I&C systems, fire alarms, CCTV systems, and lighting design. It is expected to assist in performing project administration, including gathering information, writing reports, drafting proposals, drafting correspondence, tracking project costs, and completing progress. This position will also include close client interaction and teamwork with other disciplines, and will perform any other duties as assigned.

Administrative Assistant

The position of Administrative Assistant is an office support position which entails professionally and administratively supporting the Project Engineers and Managers who are involved in the evaluation of existing condition, design of structural repair and selection of protection systems, facilitation of bidding and construction documents, field reports, client and contractor interaction. The Administrative Assistant position will also entail proposal writing, various marketing tasks, new business development, answering phones, greeting office visitors and competently assisting personnel in an administrative capacity. The position of Administrative Assistant is usually the first representative of the company. He/she sets the bar according to the perception of clients, visitors, and co-workers with respect to the professionalism, attitude, and philosophy of the company.

Engineer Intern – Project Engineer – Project Manager

The position of the Engineer Intern, Project Engineer & Project Manager in the Division of Structural Restoration entails working in the evaluation of existing condition, the design of structural repair and selection of protection systems, the management of bidding and construction processes, field observation/verification of work in process, and close client and contractor interaction.

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