

Paul Ennis & Company Limited

Job Description Form

Division/Department: Surveying

Location: Head Office – 185 Liverpool Road, Southport, Merseyside. PR8 4NZ

Job title: Graduate Structural Engineer

Reports to: Vincent Rimmer

Title: General Manager

Level/Grade:

Type of position:

- Full-time
- Part-time
- Contractor
- Placement

Hours 40 week

- Exempt
- Nonexempt

General Description of Role:

Conducting domestic house and commercial structural surveys (under supervision)
Editing and issuing surveys.
Hosting meetings with client assessing design requirements.
Conducting measured surveys
Drafting existing plans using 2D & 3D ACAD design packages
Drafting design proposals and presenting them to clients.
Preparing structural design calculations.
Preparing drawings and details to obtain Building Regulation consent.
Acting as a contract administrator including the preparation of JCT contracts.

Work experience requirements:

Preferably at least twelve months experience working with a surveying practice.

Education Requirements

- GCSEs C or above in Maths & English.
- Related Degree – and / or working towards membership of a professional body.
(Full support will be given to achieve MIStructE. membership)

Reviewed by:

Title:

Approved by:

Title:

Date posted:

Date employed: