



Job Title: *Design Engineer Intern*  
Department: Design

Reports to: *Design Engineer*  
Last Updated: *November 16, 2022*

---

**Job Summary:** The CEI Design Department is responsible for the creation of the custom architectural facade systems and features of projects at CEI. The CEI *Design Engineer Intern* assists Design Engineers in the design and fabrication of panel systems produced at CEI. The Design Engineer Intern will compile CAD and BIM files, modify post-survey documents, assist in quality assurance for panels that are ready for fabrication, and learn industry standards and best practices.

---

### **Essential Functions:**

#### **Computer-Aided Design**

- Perform post-survey drafting modifications to ready documents for CNC or laser-cut panel fabrication.
- Compile project documents into precise install packs to be sent with panel shipments to clients.
- Draft panel system-specific details according to CEI standards and architectural intent.
- Collect and compile project data and documents for departmental distribution within CEI.

#### **Quality Control**

- Assist the Quality Assurance Manager with fabrication-ready special panel checks.
- Perform quality assurance checks on fabrication-ready documents for typical panels.

#### **General Assistance**

- Shadow Design Engineers to gain an in-depth and thorough understanding of industry standards and best practices, and to develop proficiency in quality assurance and drafting composition.
- Attend project-specific meetings with Project Management and Design Engineers as necessary.
- Develop high-level technical proficiency in Revit, AutoCAD, and other modeling software for use in drafting composition.

#### **Knowledge Skills and Abilities:**

- Exceptional organization skills and good attention to detail
- Excellent Problem-Solving Ability
- Exhibit character and work ethic consistent with the CEI culture
- Ability to work in a fast-paced environment, while ensuring accuracy of products

**Working Conditions:** General office environment, 85%. Shop Environment 15%. Involves significant time sitting and working at a computer keyboard and on the telephone. Also involves walking, stooping, and bending. Required to follow the shop PPE requirements.



**Minimum Qualifications:**

- Currently enrolled in an accredited 4-year college or university in Design Engineering or related Engineering discipline
- CAD experience preferably in Revit and/or AutoCAD
- Proficient in the use of Microsoft Office software (Excel, Word, etc.) and PDF software (Bluebeam, Adobe, etc.)
- Experience in construction and/or manufacturing industries preferred
- Maintain a minimum of 2.0 GPA
- Comfortable in multi-tasking situations
- Able to work independently and within groups

**Success Factors:**

- Customer Commitment
- Accountability from the Top-Down
- Respect for each other
- Integrity and Honor
- Top Notch Quality
- Growth through Innovation