



Nicholas Construction Inc.
251 Carsen Way
Shafter CA 93263
Phone: (661) 391-8800 • Fax: (661) 391-8900
CA License# 843461

PROJECT ENGINEER INTERN

Nicholas Construction, Inc. (NCI) is an established general engineering contractor in Shafter, CA (near Bakersfield) engaged in the bidding, management, and construction of transmission pipelines, pumping facilities, and water/sewer treatment projects. We are a non-union affiliated, family owned engineering contractor self-performing earthwork, shoring, underground, mechanical, and structural concrete.

POSITION OBJECTIVE:

We are seeking a self-motivated individual to join our construction management team. This is an opportunity to learn all aspects of the Project Engineer job while working closely with our Senior Estimators and Project Managers handling real life scenarios. We are a fast-paced company with great opportunities for a self-starting, productive, and highly organized individual.

Interns are mentored to be an essential member of our project team and feel ownership of the projects with which you are involved. The intern will function as a liaison between the Project Manager and the Owner, Engineer, subcontractors, and the field crews. As an intern you will review drawings, ensure conformance to design specifications, oversee subcontract provisions, process change orders, and prepare progress billings. Additional responsibilities include managing material procurement, assisting with blue print takeoffs, hands on in trench work, and coordinating with local agencies to secure permits for our work.

Interested students may apply at MustangJOBS – <https://calpoly.joinhandshake.com/jobs/1319290>

COMPETENCIES:

- Expert with Microsoft Office Suite (Excel and Word)
- Microsoft Project and/or PV6 – preferred but not required
- Requires excellent English communication skills, both written and verbal, including strong writing, editing and proofreading abilities
- Ability to stay organized and manage time effectively
- Able to effectively multitask and manage changes in priorities while still meeting tight deadlines
- Desire to work in a team environment, working towards common goal and objectives
- While performing the duties of this job, the Intern is required to work in wet, humid conditions, extreme heat, and work near moving mechanical parts.
- CAD – preferred but not required



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JOB DESCRIPTION:

Assist Project Managers with all Daily Activities including:

- Input RFI's, Change Order's, Letter's, & Back Charges into Excel spreadsheets daily.
- Process transmittals to owner weekly with updates and approvals.
- Maintain electronic copy files of project documentation.
- Receive, log and track plans and specifications as received including all revisions.
- Distribute plans and specifications to sub-contractor personnel as needed.
- Work with Superintendents, Engineers, Architects, and Administration when needed.
- Supported Sr. Construction Managers, Estimators, and Owner in regards to submittals, RFI's, drawings, specifications and other related project documents.
- PO and Subcontract Preparation and Management
- Prepare and manage Submittal and RFI Processes
- Prepare and Manage PCO's and CCO's
- Scheduling
- Preparing Pay Requests
- Preparing Budgets and Managing Costs

COMPENSATION: Competitive Salary

NCI is an Equal Opportunity Employer

Nicholas Construction, Inc. is a turnkey general engineering contractor based in Shafter, CA that specializes in constructing treatment and transmission projects for potable, irrigation, storm and waste water. We strive to find challenging projects that will test conventional construction methods and help separate us from the competition.

Since 1986, Nicholas Construction has been building relationships by completing projects per plan and specification — on time and budget — while establishing a partnering relationship with owners, engineers, inspectors, and suppliers. We provide safe, intuitive and innovative construction techniques for the most challenging projects. Our ultimate goal is to provide the owner with a product that is above and beyond their highest expectation.

You will see the same employee laboring, welding, finishing concrete, and operating equipment on the same job site. This ideology allows us to utilize a smaller number of people to achieve a quality product. We believe in teaching and mentoring every employee to be safe and effective at performing as many tasks as possible. This not only makes the company more diversified, but makes the employee more valuable and instills a can-do attitude in everyone. For this reason, our employees are safe, loyal and our turnover rate is low. The majority of our field staff has over 10 years of experience.