

Goodfellow Bros., Inc., a general contractor located in multiple regions throughout the Western United States and Hawaii, is looking for a **Project Engineer – Summer Intern** to add to our team on projects spanning the entire Bay Area. Our company is a fourth generation, family-owned business with more than 97 years of experience in the industry. We have earned a reputation for professionalism and integrity that reflects in our longstanding commitment to the individuals, businesses and resources of the communities in which we live and work.

Please send resumes to Katherine Sullivan: katherines@goodfellowbros.com

The main Livermore office is located right off the 580 freeway and we also have an office in Folsom, CA. Goodfellow Bros. California, LLC has been involved in many exciting and high profile projects including paving the Golden Gate Bridge, San Francisco's Monster Park, The Great Mall in Milpitas, Bay Meadows, The Levi's stadium in Santa Clara, and the newly completed Apple Campus in Cupertino. Our line-up for 2018 includes Microsoft, Google, Folsom Ranch and the Chase Arena just to name a few.

The **Summer Intern** will assist the Project Manager/Project Engineers/Estimators with construction-related duties including, layout, form design, and subcontractor monitoring, as well as assisting in change order preparations, plan checking, document control, quality control and safety monitoring.

ESSENTIAL FUNCTIONS:

- Assists Project Manager/Project Engineers/Estimators with all construction related duties. Performs a variety of physical and mental tasks on construction projects.
- Assists Project Engineer and Project Manager in tracking manpower utilization and productivity.
- Maintains up-to-date file or library of material suppliers, current labor laws, equipment rental rates and qualified subcontractors by category.
- May assist field personnel in a variety of manual tasks on construction projects.
- Orders suppliers and other materials, as needed.
- May coordinate material deliveries and subcontract work in accordance with progress schedule and adjust as necessary due to changes.
- May resolve or assist Project Engineer and/or Project Manager in resolving, design and detail problems with owners, design agencies, suppliers and subcontractors.
- May attend subcontractor job meetings and other construction meetings, as needed.
- Prepares cost breakdown, reviews with Project Engineer and Project Manager for concurrence and makes adjustments as necessary.
- Prepares periodic completion data for job cost report and monitor printouts to correct mis-postings and other errors.
- Prepares data for monthly invoices, forced account sheets, pay estimates, monthly increases, back-charges, if applicable, and submits to Project Engineer and/or Project Manager in a timely manner.
- Assures that details and submittals are received, submitted and processed. Supervises submittal of control data.
- Prepares special reports as requested by Project Engineer and/or Project Manager.
- Reviews timecards daily and communicates any discrepancies to the payroll clerk.
- Answers the phones and performs other clerical work (such as screening telephone calls, taking accurate messages, faxing, copying and filing).
- Regular attendance is required for the position.
- Runs errands and visits jobsites.
- Performs other duties as assigned.

MENTAL DEMANDS:

- Requires good oral communication skills to communicate effectively with clients, employees, management and outside vendors.
- Requires concentration, alertness, and attention to detail.
- Requires the ability to work with others under minimal supervision.
- Must be able to comprehend and follow oral and written instructions and procedures.
- Must be able to work under pressure.
- Must be able to transfer from one task to another.
- Must be able to work with others and be a team player.
- Must be able to read and write the English language.
- Must be able to perform mathematical calculations.
- Duties are varied and regularly require analysis, judgment and discretion. Must be able to prioritize work.
- Requires the ability to compile information from records and prepare reports.
- Must present a courteous, efficient and professional demeanor, even under stressful situations.
- Must possess excellent organizational abilities.

SKILLS/TECHNICAL KNOWLEDGE:

- Currently enrolled in a university or other higher institution for education with a focus or major in engineering, business or construction management.
- Must have knowledge of MS Office, the Internet, and computer skills.
- Considerable ability to perform mathematical calculations by hand, adding machine and/or calculator.
- Considerable ability to follow complex oral and written instructions.
- Valid driver's license is required.
- Clean driver's abstract of record is required.

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.