

INTERNING WITH

Open to undergraduate students interested in gaining hands-on practical experience in the construction field. Qualified applicants will assist project team in acquiring and managing construction projects; assist in all phases of the process from bidding to final completion.

In addition to the general fields of construction, excellent opportunities exist for specialization in a field of your interest such as concrete and foundation work, steel work, interior finishes, and design/build construction.

- Assignments include office and job site; relocation to remote sites may be required.
- Transportation is required.
- Work periods are 10-12 weeks; 40 hours/week.
- Housing may be provided in certain situations.

INTERN JOB DESCRIPTION

Reporting Relationship: Depending on the work assignment, interns will report to a project manager, superintendent, or project engineer. You may be assigned to the office, jobsite or mix of both.

Tasks Assigned: You will be learning the engineering and technical aspects of the project both in the field and in the office. Your experience will include some or all of the following:

- Quantity take-off
- Layout
- Preconstruction/As-built surveys
- Shop drawing review/approval and maintenance of log
- Submittal review/approval and maintenance of log
- Request for information (RFI) review/ submission and maintenance of log
- Respond to subcontractor RFIs
- Interfacing with subcontractors & suppliers
- Attending weekly progress meetings
- Assist with coordinating the work between the owner, architect & subcontractors
- Assist during the bid process
- Assist with reviewing construction documents and specifications
- Assist with reviewing all document revisions & clarifications
- Assist with maintaining field record keeping
- Assist with estimates/budgets/value engineering/constructability surveys
- Assist with writing contracts & purchase orders
- Assist with preparing billings to owner & submitting change orders
- Assist with approval of invoices
- Assist with ordering & expediting materials
- Assist with scheduling & updates
- Assist with quality control & safety
- Assist with settling contracts
- Assist with permit process
- Assist with performing costing, scheduling, estimating & project management
- Punchlist & project closeout
- Cooperating & working with field project management
- And any other duties that may be assigned

TECHNICAL CAPABILITIES

You should be familiar with the following software: Suretrak, Primavera, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, Microsoft Exchange, etc.

