

**POSITION DESCRIPTION**

**Department:** Swanton Pacific Ranch **Supervisor:** Erick Kabrich

**Job Title:** Construction Intern **FLSA Status:** Non-Exempt

**Job Summary**

This internship is a student-status in-residence position at Cal Poly’s Swanton Pacific Ranch that entails educational, skills training, and work experience activities over the summer quarter. Training includes off-highway vehicle operation, tractors, implements and maintenance, working around heavy equipment, radio communication, chainsaw operation, CPR/first aid, land orientation and map reading, ranch emergency operations, and ranch hazardous materials. Construction Intern specific learning objectives include gaining an understanding of the dynamics of cutting 2nd growth redwood logs into lumber. Work may entail a variety of construction projects as well as wood production and assistance with wood drying techniques to ensure that milled wood dries correctly for building purposes. Additionally, Fridays are facility cleanup days where all interns contribute to facility upkeep activities when available. Some assigned work activities in other disciplines should be expected occasionally.

**Duties and Responsibilities**

* Dedication to learning how to operate all aspects of a lumber production facility, from log to building materials
* Construction and building upgrade/renovation
* Operation of heavy equipment, including
* Maintain inventory of logs and associated construction materials
* Management of wood construction materials orders
* Organizing and storing lumber in a safe and effective manner
* Perform other duties assigned

**Position Requirements**

* Maintain orderly work environment
* Ability to perform complex and highly responsible duties
* Computer skills in word processing and databases
* Ability to prioritize, plan, organize, and meet time lines
* Ability to establish and maintain cooperative and effective working relationship with others
* Excellent verbal skills and the ability to interface with all levels of staff, as well as the Swanton Pacific Ranch community, including students, faculty and staff, and the public
* Interpersonal skills using professionalism, tact, patience, and courtesy
* Ability to maintain regular and reliable attendance
* Possession of a valid California Driver’s License and satisfactory driving record

**Physical Requirements**

* Hearing and speaking to exchange information in person or on the telephone
* Dexterity of hands, fingers, and wrist to operate lumber production machinery, including chainsaws, etc
* Seeing to read a variety of materials
* Sitting or standing for extended period of time
* Physical agility to lift 90 pounds
* Physical agility to lift, carry, push, or pull objects

I acknowledge receipt of this Position Description. I understand that the nature and scope of my duties and responsibilities, as well as the Corporation’s expectations, are more comprehensive than what is incorporated in this document. Furthermore, I understand and agree that my employment with the Corporation is not for a specified term and is at the mutual consent of the Corporation and myself. Accordingly, either the Corporation or I can terminate employment relationship at-will, with or without cause or notice, at any time.

Signature of Employee Date

Signature of Supervisor Date