Job Description

JOB TITLE – Construction/Engineering Intern

GENERAL SUMMARY OF DUTIES – Support the assigned department by doing a variety of administrative tasks while gaining practical experience in the field of engineering and construction. Work may include driving short distances to deliver documents, tools, etc.

SUPERVISOR – Manager of assigned department

EXEMPT – No

MANAGERIAL SCOPE – n/a

ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:

• Supports and assists the Project Manager in the following areas (not an exhaustive list):
  - foremen and manpower requirements
  - Overall construction schedule for the project
  - Prefabrication opportunities and coordinate for implementation
  - Equipment purchase (maximize by coordinating volume where possible)
  - Negotiate and finalize all required subcontracts.
  - Complete job set-up and submit to accounting.
  - Submit monthly construction billing invoice to accounting for processing
  - Request certificates of insurance and bonds (if applicable)
  - Establish meeting schedules and participants for management of project
  - Meet with Senior Leadership Team (at least monthly) to report progress
  - Establish project logs for coordination of project (RFI, submittal, change order, purchase order’s etc.)
  - Coordinate completion of all material takeoffs and submit to purchasing
  - Coordinate material/labor codes with field foremen
  - Maintain hands-on involvement through the duration of project
  - Review and approve time cards for labor on project
  - Review and approve all invoices for equipment and material on project
  - Project revenue and profitability for projects

• Practice and adhere to the CCI Creed.
• Perform other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES:
• Communication – communicates clearly and concisely
• Customer orientation – establishes and maintains long-term customer relationships, building trust and respect by consistently meeting and exceeding expectations
• Interpersonal skills – able to work effectively with other employees, supervisors, and external parties
• Policies & Procedures – demonstrates knowledge and understanding of organizational policies, procedures and systems
• PC skills – demonstrates proficiency in Microsoft Office applications and others as required.
• Basic skills – able to perform basic mathematical calculations, balance and reconcile figures, punctuate properly, spell correctly and transcribe accurately

EDUCATION/EXPERIENCE
• Currently enrolled in a Bachelor’s degree program (Mechanical or Construction Management preferred).
CCI Mechanical, Inc.

- Strong academic record.
- Excellent oral and written communication skills.
- Confident presence.
- Exhibit professionalism.
- Desire to work in a team environment.

CERTIFICATE/LICENSE – N/A

PHYSICAL DEMANDS/WORKING CONDITIONS – Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate required tools, ladders, man lift, etc. Requires normal range of hearing and eyesight to record, prepare and communicate reports. Requires lifting up to 25 pounds occasionally. Work is performed at construction sites both indoors and outdoors throughout the year. Work may be stressful at times. The following provides additional information concerning the physical demands of the job (may not be an exhaustive list):

Stand: Requires tolerance of standing posture up to 6 hrs. over a full shift (8 hrs). Stand on concrete, metal, direct, asphalt.
Walk: Requires walking up to 4 hrs. over 8 hr period. Walk on concrete, metal, dirt, asphalt.

SIGNATURE
My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational or departmental needs.

__________________________________________________
Signature

____________________
Date