Project Engineer Intern

Reports to: Project Team(s)
FLSA Status: Non-Exempt
Revised Date: 7/23/2019
Pay Method: Bi-Weekly

About Your Opportunity:
The Project Engineer Intern is primarily responsible for administrative and project support to the project team.

How You’ll Contribute:

- Collect, review and process Submittal and RFI project documentation and distribute to appropriate business partners.
- Compose or transcribe meeting minutes, interoffice memos, and format correspondence to clients, vendors, subcontractors, government agencies, and other associates.
- Coordinate and monitor the bid package process and quotes to ensure quote coverage.
- Assist in the preparation, distribution and monitoring of project billings (draws) through to completion.
- Activate and maintain accurate project files including logs for AIA change orders, pending change orders, permits, submittals, RFI’s, etc.
- Assist Project Manager in developing, monitoring, and updating the project schedule and managing the project.
- Maintain close-out documents for project completion (i.e., O & M manuals.)
- Ensure Safety is never compromised; develop and communicate the project safety program as needed and participate in conducting safety inspections.
- Must be willing and able to travel to project jobsite in addition to main office. Travel has potential to be overnight.

Intern Qualifications:

- Working towards a degree in Construction Technology, Engineering or other related discipline, or related experience in the construction industry
- Experience with Microsoft Office software systems particularly Word, Excel, Outlook, and PowerPoint.
- Familiarity with Primavera Scheduling, SureTrak, MS Project, Timberline, and CMiC is a plus.
- Have a valid driver’s license with the ability to travel.
- Strong writing, editing, proofreading, spelling, and grammar for creating daily correspondence and standard documents pertaining to the job.

Physical Requirements:
In a normal day, this position requires little to no standing or walking. In a normal day, the employee must be able to sit for 7+ hours. In a normal day, the employee must be able to drive 1-4 hours. Employee must be able to lift/carry up to 10 lbs. maximum; occasionally carry small objects. In this position, employee occasionally (0-33%) must be able to bend at waist, squat the knees, climb (including ladders), reach above shoulders, kneel, crawl, use feet (foot controls), and/or work at heights above 6 feet.

To Apply: Email resume to Brandon Tezak at btezak@wohlsen.com
Team Member Name (Please Print)

_____________  __________________________
Team Member Signature  Date

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