

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

Wohlsen Construction provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. This job description doesn't constitute a contract of employment and Wohlsen Construction may exercise its employment at-will rights at any time.