Job Title: Project Engineer Intern

Job Type: Part time until spring semester ends, then full time during the summer

Rate of pay: $15.00/hr

Duties of Project Engineer Intern:
• Review drawings and specifications of design compliance per phase; Programming; Schematic --Design, Design Development and Construction Documents
• Assist with constructability review
• Assist in preparing estimates
• Assist Project Manager/Scheduler in maintaining project schedule
• Assist Project Managers and Superintendents in preparing for and running project meetings with owner, design team and contractors
• Assist with processing, filing and tracking submittals, contracts and drawings.
• Assist with specifying and purchasing of materials
• Deal effectively with Supervisors’ other assignments
• Assist in developing project close-out procedures including as built documents, punch list and commissioning
• Participate in all construction communication between team members oral, written and electronic
• Assist Project Manager in coordinating necessary trade organization and community meetings

Knowledge, Skill, and Abilities of the Project Engineer Intern:
• Knowledge of engineering and/or architectural practices and standards
• Knowledge of business finance with ability to write cost estimates
• Ability to plan and organize words, analyze facts and exercise judgment in making decisions
• Ability to project a positive company image in oral and written communications with outside organizations and companies
• Ability to communicate effectively both orally and in writing
• General knowledge of PC’s, including software packages Excel, Word, Primavera or similar applications
• Ability to work harmoniously with others
• Ability to interpret construction drawings and technical materials, including building codes and material specifications

Requirements for the Project Engineer Intern:
• Strong willingness to learn
• Ability to work independently on multiple projects
• Must be organized, detail-oriented, and possess great oral and written
communication skills

• Working knowledge of MS Office (Word, Excel, PowerPoint, Outlook)
• Working knowledge of P6 is a plus

Drug testing requirements:

• New employment drug test and maintain a substance abuse policy that includes random drug testing

EEO/AAP:

• All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status

Contact:

• Gardner Zemke Company at 505-881-0555 for an application