

Slayden Sundt JV
Job Description
Construction Engineering Intern

Revision: February 18, 2015

Class Title: Construction Engineering Intern

FLSA Status: Hourly 40/wk

Salary: \$18/hr

Reports To: Project Manager, Construction Manager, and/or Superintendent

General Class Description:

The Field Engineer assists the project management team in meeting project goals.

Essential Job Functions:

The following duties are typical for this classification. These are not to be construed as exclusive or allinclusive.

Other duties may be required and assigned.

- Organize the use of the job-site office.
- Update/post plans and specifications throughout the duration of the job.
- Process project submittals, design clarifications, schedules and change orders as identified by the Project Manager and/or Project Engineer.
- Create a submittal schedule from specifications, governing/regulatory agencies, PO's, subcontracts and all project documents.
- Confirm and ensure delivery dates are met with suppliers/subcontractors and SCI.
- The FE is the primary contact to visitors.
- Develop/maintain project files and logs to accurately track materials, documents and other pertinent data.
- Work with jobsite personnel to develop and maintain as-built plans.
- Develop and assemble Operation and Maintenance Manuals and Warranties.
- Answer job site phones and deliver messages to the appropriate person.

Knowledge, Skills, and Abilities Required to Perform Essential Functions:

Technical Knowledge:

- Solid understanding of the construction process
- Utilize mathematics to accurately calculate projects needs
- Read, comprehend, and disseminate critical information when appropriate
- Understand various procedures to develop comprehensive planning and tracking tools
- Ability to interpret blue prints, plans, contract documents and specifications
- Understanding of scheduling & use of software

Language Ability & Interpersonal Communications:

- Ability to communicate and interact with owners, customers, suppliers, subcontractors and co-workers in a courteous manner.
- Ability to prepare and maintain files, records and correspondence
- Ability to interpret and implement company policy

Environmental Adaptability:

- Work in jobsite office, which usually is a mobile office.
- Work where there is exposure to conditions caused by weather.
- Construction work environment.
- Travel required
- Relocation may be required

Physical Requirements:

- May be required to relocate based upon the project.

Computer Skills:

- Possess basic understanding of Microsoft word and Excel
- Possess basic understanding of current construction project management scheduling software, such as Primavera and/or Microsoft Project.

Training and Experience

- Currently enrolled and taking classes in an Engineering Program --- Construction Engineering Management (CEM) or Civil Engineering.

Slayden Construction is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Company will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.