

POSITION DESCRIPTION

Project Engineer Intern Non-Exempt

General Position Summary

The Project Engineer internship is designed to give students a realistic preview of a role as a Project Engineer in the construction industry. This position provides onsite administrative support to the project team consisting of the Project Manager, Superintendent and Project Engineer. The PE intern must be a flexible and adaptable team-player, as well as have strong communication and client service skills.

Major Duties & Responsibilities

- *Initiate, prepare, review, track and distribute RFIs*
- *Receive, review, forward and track status of submittals*
- *Assist in management of project permit process*
- *Track and inspect material deliveries*
- *Assist in project close-out*
- *Communicate and enforce Skanska Safety and Health Management Program*
- *Demonstrate commitment to an Injury-Free Environment through own actions and mentoring others*

Job Skills & Abilities Guidelines

- *Computer knowledge and efficiency, including Microsoft Office products*
- *Broad understanding of industry*
- *Strong written and verbal communication skills*
- *Basic math/accounting skills*
- *Functions effectively as part of a team*
- *Good time management skills and organizational skills*

Education and/or Experience

- *Actively working towards Bachelor's Degree in Construction Management, Engineering or equivalent*

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be a complete list of all responsibilities, duties and skills required of personnel so classified. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.