

## Internship Position

An Intern will learn all aspects of the mechanical contracting business, including involvement with estimating then construction operations. The Intern will learn how estimates are created and contracts are negotiated. Then the Intern will learn how construction projects are set up and managed.

Intern duties include but are not necessarily limited to the following:

1. Estimating
  - a. Download bid documents into company server
  - b. Create bid folders
  - c. Send bid invitations to vendors, manage and track responses
  - d. Learn how to read bid documents and apply toward the estimate
  - e. Learn estimating software and the basics of assembling a bid
  - f. Attend pre-bid job walks
2. Construction operations
  - a. Participate in the preconstruction to operations turnover
  - b. Learn how to review the contract
  - c. Learn how to create the project budget
  - d. Learn Procore
  - e. Learn / manage RFI's, Subcontracts, Submittals, Meeting minutes, Punchlists, Purchasing
  - f. Visit jobsites and interact with field leaders
  - g. Learn and observe labor tracking, job cost tracking, scheduling
  - h. Distribute RFIs, ASIs, PRs, COBs, etc. to Braconier subcontractors for review and cost submission.
  - i. Review RFI responses, **Schedule Updates**, ASI's, PR's, COB's, Etc for costs
  - j. Learn project closeout documents

Interested candidates should forward a resume and cover letter to [stevenv@braconier.com](mailto:stevenv@braconier.com) and [bobbyc@braconier.com](mailto:bobbyc@braconier.com)