

**Job Posting: Project Engineer Intern**  
**Crosslands Construction Company, Inc.**

**Start Date:** May 2025

**Location:** Englewood, Colorado

**Position Title:** Project Engineer Intern

**Classification:** Non-Exempt

**Salary Range:** \$20-\$25/hour

**Reports To:** Project Manager

**Position Type:** Spring/Summer Internship

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### **About Crosslands Construction**

Founded in 1995, Crosslands Construction Company, Inc. is a Colorado-owned and operated construction firm committed to delivering high-quality construction services. We have earned a strong reputation for excellence across a diverse range of projects, including retail, office, warehouse, medical, restaurants, storage facilities, and site development. Our projects vary in size from \$50,000 to \$5,000,000, and we offer various contract structures including design-build, cost-plus-fee, guaranteed maximum price, and stipulated sum formats.

### **Position Summary**

Crosslands Construction is seeking a motivated and detail-oriented **Project Engineer Intern** to join our team for the Spring/Summer term. This internship will provide valuable hands-on experience in the construction industry, with a focus on project management and engineering. The selected intern will work closely with project managers and gain exposure to various aspects of construction project oversight.

### **Key Responsibilities**

- Manage and review submittals and shop drawings.
- Assist Project Managers with project correspondence and documentation.
- Prepare, log, and manage Requests for Information (RFI) correspondence.
- Support project start-up procedures, including permitting and plan reviews.
- Take meeting minutes during project site meetings.
- Attend project site meetings and assist in coordinating activities.
- Assist in the preparation of subcontracts, purchase agreements, and change orders.
- Compile project closeout documents, including Operations and Maintenance (O&M) manuals, as-built drawings, and warranty letters.
- Compile and facilitate bid packages and bid delivery.

### **Required Qualifications**

- Enrollment in a Construction Management program or related field at a four-year college or university.
- Proficiency in Microsoft Office Suite, including Word, Excel, and Outlook.

### **Application Instructions**

Please note: All communication regarding this position will be conducted via email. We encourage applicants to check their spam/junk folder to ensure they receive our messages.

This posting is intended for individual applicants only.

### **Equal Opportunity Employer**

Crosslands Construction is an equal opportunity employer. We encourage applications from all qualified individuals, including disabled individuals and veterans.

### **How to Apply:**

Interested candidates should forward their resume and a cover letter detailing their interest and qualifications to Jared Howard at **Jared.howard@crosslands.us**.

Join Crosslands and gain valuable experience with a company dedicated to delivering excellence in construction and development.

Company Website: [www.Crosslands.us](http://www.Crosslands.us)