



**Schneider Building Company is seeking to fill one or more internship positions for summer 2026.**

About Schneider: SBC is a class A general contractor specializing in multifamily construction in Denver and the surrounding area. We provide full general contracting, construction management, and self perform framing services. Website: <https://schneiderbuildingcompany.com/>

**Intern Job Description:**

1. Objective – Assist the project manager and project superintendent with project and contract administration.
2. Safety – Have knowledge of the safety program, perform periodic safety reviews on projects
3. Quality – Help the superintendent maintain quality records.
4. Document control – Help ensure the project is being built with the most current information available.
  - a. Help manage the RFI log, to ensure all requests are documented.
  - b. Help maintain the for-construction drawings to include all ASI, RFI, etc so that project is constructed with correct information
  - c. Help prepare OAC agenda's and minutes for project manager review.
5. Subcontracting – Help the project manager ensure compliance of the subcontractors with all provisions of the master agreement and associated work orders
  - a. Help solicit bids in compliance with the buyout plan
  - b. Help update the purchasing schedule to ensure compliance with contract requirements and buyout plan
  - c. Help ensure subcontractors have submitted all appropriate documentation.
  - d. Help to draft subcontracts to ensure scope coverage, correct budgets, and correct durations.
  - e. Help compile information for project manager to track subcontractor changes and back charges.
6. Material Procurement – Help manage the selection of materials by ownership and ensure the on-time delivery of long lead items
  - a. Help develop a finish matrix for ownership to complete
  - b. Help provide deadlines for owner selections
  - c. Help solicit bids based on selections and procure materials.
  - d. Help to get approval of all required submittals
7. Intangibles – discipline and a desire to learn

**Minimum Requirements:**

1. Must be 18 years or older
2. Access to reliable transportation

3. Enrolled and actively pursuing college or university accredited degree program or enrolled in a Co-op program, recommended majors include and not limited to Engineering, Architecture, Construction Management, or other related field of study, and at minimum 1 year of completed education, and/or equivalent combination of education, training, and experience

**Location & Projected Start:**

1. Primary location: Project Site located in Johnstown, CO or Main office in Denver, CO
2. Projected Start Date: May 18<sup>th</sup>, 2026

**Compensation:**

1. \$20 to \$25 /hr based on experience

**To Apply:**

Please email resume and cover letter (if applicable) to Gregg Beckett - ([Gregg@schneiderbc.com](mailto:Gregg@schneiderbc.com))

Gregg Beckett | Project Manager

**Schneider Building Company, LLC**

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