



1. To apply: Send resume to Jim Matlock at james.matlock@siemens.com alternate contact details: 970-214-5382 PO. Box 1453 Fort Collins, CO 80522.
<https://Siemens.com>
2. Siemens is a worldwide company with divisions such as Building Technology, Drive Technology, Energy, Health, Industrial Automation, Mobility, Financing, Service, Software and Consumer Products.
3. Minimum requirements: Two years related work experience or completion of Sophomore level classes within the focus of Construction Management, Engineering or a related field of study. Qualified applicants will have met minimum requirements or have provided written exceptions.
4. Internship opportunity is in Fort Collins Colorado.

An Internship provides an individual an opportunity to receive on the job training and experience while providing the company an ongoing pipeline of future employees who can help us grow our business and accomplish our objectives. We know they're a good fit before we make an offer, and our data show that the retention rate among staff hired through this program is high.

Internships also help Siemens build our brand within college communities. Students who've had a great internship experience quickly spread the word about our exceptional leadership, focus on sustainability and innovation, and People First culture. As a result, the most sought-after candidates will want to work with us.

- Project management support.
- Organizational, prioritization, and time management skills with ability to meet deadlines.
- Excellent problem solving and decision making skills.
- Ability to apply Project Management Standard Operating Procedures (SOP's).
- Estimating support for change order pricing.
- Budget preparation, assistance and tracking.
- Job cost support.
- Scheduling support.
- Coordinate and inspect contractor work across a variety of projects with the goal of ensuring they meet established schedule, budgetary, and quality agreements.
- Participate in and occasionally lead construction meetings, track change order requests and problem issues, and prepare and distribute project status reports.

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- Research and recommend cost-saving initiatives.
- Communication support between engineering, vendors, subcontractors and clients.
- Production rate tracking
- Client relations
- Engineering and design support.
- Solicit vendor & subcontractor quotations.
- Generate and record meeting minutes. Attend all meetings and take notes, internal kickoff meetings. Site kickoff meetings, Etc.
- Professionally manage correspondence via phone, email and letters to distribute transmittals, meeting minutes and submittals.
- Manage action item list.
- Create and manage submittal log.
- Create and manage transmittal log.
- Assist with schedule updates.
- Follow up on closing PO's.
- Follow up on site setup, trailer, port-a-potty, etc.
- Manage/file all project related documents.
- Track down missing materials.
- Follow up on PO's.
- Job close out.
- Inspect materials and workmanship on projects to ensure conformance with established plans and specifications.
- Research engineering information from a variety of sources and perform field checks.
- Check vendor and subcontractor conformance with plans specifications and regulations.
- Inspect materials for identification as conforming to specifications.
- Take samples of materials for examination or analysis by laboratories; perform quality assurance tests on concrete, aggregate, asphalt, and earthwork embankments; perform routine field tests.
- Make and check mathematical calculations related to financial accounting and basic engineering.
- Participate in the preparation updating, filing and retrieval of a variety of project documents engineering, records and drawings.
- Draft construction plans and scopes of work.
- Operate a personal computer in the performance of assigned duties including the performance of mathematical calculations, computer aided drafting and data file development and manipulation.
- Compile data and prepare written reports on engineering-related projects.
- Make and check notes, maps, drawings, tracings and engineering computations.

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- Answer questions and provide information to the public concerning engineering activities.
- Participate in the annual pavement marking program.
- Perform other duties as appropriate or necessary for performance of the job.
- Assist in the preparation of engineering design and related drawings, specifications, and estimates in connection with the construction and maintenance of a variety of engineering projects.
- Establish and maintain effective working relationships with other employees, representatives of other agencies and organizations, and members of the community.
- Possession of, or ability to obtain, a valid Colorado Driver's License.
- Completed at least the sophomore year of study in Construction Management, Engineering, or a closely related field.
- Be experienced in using word processing, spreadsheet, and database software on a personal computer utilizing a standard computer keyboard.
- An offer of employment is contingent upon the successful completion of a pre-employment drug screen and motor vehicle record check. As marijuana is an illegal substance under federal law, testing positive for marijuana (medical or otherwise) or any other substance for which the company tests, will result in the contingent offer of employment being revoked. A successful completion of the drug screen is defined as obtaining a negative result