

# Construction Project Engineer Intern

## *Position Description*



Thank you for your interest in interning with McKinstry!

We are proud and excited to offer summer internships for 2020 across several of our different office locations and are currently seeking a **Construction Project Engineer Intern** to join the team as a member of our growing **Colorado Energy** division based out of our **Golden, CO** office, supporting construction projects across the greater Denver area.

McKinstry is a national leader in designing, constructing, operating and maintaining high-performing buildings. From new construction and ongoing operations to adaptive reuse and energy retrofits, we provide a single point of accountability that drives waste and redundancy out of the design/build construction process. Every day our teams collaborate to innovate, create, and deliver energy-efficient and cutting-edge solutions across the entire building lifecycle, to improve systems efficiency, reduce facility operational costs, and optimize profitability for our clients. We're champions for sustainability and together, we can build a thriving planet. For more information, visit our [website](#).

Our B.L.U.E. ([Build, Learn, Understand, Enrich](#)) summer internship program is purposefully designed to be an authentic reflection of what it means to be an integral part of McKinstry. This is achieved through our hands-on, summer-long program structured to build a foundation of industry knowledge while personal and professional growth is facilitated through collaboration, exploration, and mentorship. From weekly "lunch & learn" sessions to our 2-day all-intern event at our Seattle Headquarters, we believe in connecting our interns to various aspects of the company so they can truly evaluate potential career paths within the work we do. You can learn more about our internship program [here](#).

### **What we look for in our Project Engineer Interns:**

- Must be pursuing or have a degree in Construction Management, Mechanical Engineering or a related field. Junior student standing or higher required.
- Availability in Summer 2020 (May/June start until August/September depending on school); part-time availability throughout school year preferred.
- Excellent written and verbal communication skills.
- Must be detail-oriented, well organized, and possess excellent follow-up skills.
- Must be self-motivated, able to multi-task and work independently.
- Ability and aptitude to read and interpret construction plans, specs, contracts, proposals, estimates and other regularly encountered items.
- Intermediate knowledge of Microsoft Office Suite - Word, Excel, PowerPoint, Outlook, and Visio required; working knowledge of SharePoint and MS Project preferred.
- Ability and willingness to travel regionally between job sites, mileage reimbursed.
- Must be 18 years of age or older

### **What are our Project Engineer Interns responsible for:**

- Communicating with clients and project resources (subcontractors, vendors, trades) and document discussions, outcomes and decisions.
- Coordinating equipment procurement with purchasing department and vendors.
- Supporting the Request for Proposal (RFP) process.
- Working with various internal and external teams while on job-site

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- Attending team management meetings.
- Communicating and coordinating with McKinstry subcontractors, including the routing of any correspondence.
- Communicating with Project Manager and Project team for daily duties.
- Maintaining drawings, daily correspondence with trades, schedules, RFI logs, submittal logs and superintendent daily reports.
- Assisting in the client and subcontractor change order process.
- Creating Requests for Information (RFI)
- Processing, reviewing, logging and distributing submittals.
- Publishing Operations and Maintenance Manuals for the client.
- Other duties as assigned

**\*\*Applications for internships will be open through February 2020 or until filled. Interviews with selected candidates will occur throughout 2020.\*\***