

September 10, 2020

Department of Construction Management  
Phelps Placement Office  
Colorado State University  
113A Guggenheim Hall  
Fort Collins, CO 80523-1584

Dear Applicant,

Thank you for your interest in Mountain Top Builders, Inc. Our mission is to provide superior construction services through integrity, exceptional customer service and conscientious pricing while maintaining a focus on sustainability. We are a small volume, high quality builder that self performs all management and carpentry work while subcontracting specialty trades in order to assure greater quality control.

With over 20 years of business experience in Grand County, we are able to closely monitor every detail of a project to deliver a superior product and a positive experience.

Currently, we are looking to hire a Seasonal Construction Management Student to assist our Construction Crew and Project Manager through the 2021 busy summer season. If you are looking to receive personal attention while furthering your education from a professional, organized company who understands your educational objective please reach out to us to learn more. A previous intern found working with Mountain Top Builders, Inc. to be a great learning experience and opportunity to develop and strengthen the skills taught in the CM program.

Please refer to the Intern job description for details on the position's roles and responsibilities. You may also be interested in visiting our website at [www.mountaintopbuildersinc.com](http://www.mountaintopbuildersinc.com).

We look forward to hearing from you.

Sincerely,

Jennifer Martin  
Owner's Assistant  
[info@mountaintopbuildersinc.com](mailto:info@mountaintopbuildersinc.com)  
970-726-0155 x 2

Interested applicants are asked forward a cover letter and resume to [info@mountaintopbuildersinc.com](mailto:info@mountaintopbuildersinc.com) or call 970-726-0155 x 2



Phone 970-726-0155  
PO Box 434, 67 CR 524  
Tabernash, CO 80478  
www.mountaintopbuildersinc.com  
Member of National Association of Home Builders

## **Construction Management Intern**

**Job Purpose:** To contribute to the success of Mountain Top Builders while the intern gains practical experience, fulfills credit requirements and obtains on-the-job training in project management and estimating with a residential contractor.

### **MTB practices that apply to all positions:**

- Take the time to “Do the Right Thing” (per our Vision Statement).
- Create a positive experience for anyone we interact with.
- Use common sense, honesty, integrity and mutual respect in all situations.
- Communicate well.
- Abide by and enforce all MTB Safety rules.
- Maintain a clean work area.
- Follow through as described when given direction.
- Be a good leader.

### **Essential Duties and Responsibilities:**

All duties and responsibilities will be to assist Project Manager or Estimator to:

- Prepare material takeoffs and request vendor pricing.
- Develop project estimates using CSI format.
- Complete permit and utilities applications. Schedule and coordinate local government building inspections.
- Develop scopes of work and requests for pricing from trade partners and vendors. Send out trade partner agreements.
- Order material as directed.
- Review material, subcontractor invoices and employee time utilizing CSI format to maintain project budget.
- Create agendas for weekly discussions with the owner. Take meeting minutes.
- Overall assistance and utilization of Buildertrend, our cloud-based project management tool.
- Research and request pricing for change orders.
- Work with Project Manager to coordinate warranty work.
- Implement systems to improve overall operational efficiency.
- Other duties as required.

### **Supervisory Responsibilities**

- This position is not required to supervise subordinate positions.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience:** Enrolled in a University Internship Placement program; three years related experience and/or training; or equivalent combination of education and experience.



- **Personal Skills:** Ability to communicate with ease and confidence in a manner that inspires/influences/moves people to action. Ability to identify problems and formulate solutions. Ability to instill trust through honesty and openness. Ability to move a project forward. Must be persistent and resilient.
- **Computer Skills:** Proficiency in Microsoft Outlook, Excel, Word and digital take off software.
- **Construction Skills:** Ability to do construction layout and material take offs. Familiarity with current code requirements. Ability to review and understand plans and specifications.
- **Certificates, Licenses and Registrations:** Employee must be at least 18 years old, have a valid drivers' license and possess a clean driving record.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to stand; use hands to handle or feel; reach with hands and arms; and talk or hear.
- The employee frequently is required to walk and climb or balance.
- The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and or smell.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee may be exposed to outside weather conditions.
- The noise level in the work environment may be moderate at times.

**Job Info:** 12-24 Week, 40 hrs/wk.

**FLSA Status:** Non-Exempt

**Compensation:** Based on experience and tenure. Pay range: \$12-\$15 per hour plus housing allowance.

**Approved by:**

**Approved Date:**

