



Field Coordinator I (Intern)

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Job Title: Field Coordinator I (Intern)
Supervisor Title: Project Manager
FSLA Status: Non-Exempt

General Summary:

The Field Coordinator Intern will be an integral part of the project team. The ideal candidate will have a passion for working in an environmental construction atmosphere, along with a strong business acumen, strong communication and project management skills. The candidate will shadow a mentor on field and office assignments and have the opportunity to gain hands-on experience in project administration, quality, safety and contract management. This position will prepare submittals, track production and gain knowledge in the financial aspects of the project.

Essential Duties and Responsibilities:

The objective of this position is to provide the Intern with an opportunity to further develop their career path. The Intern will be involved in the following activities, but not limited to:

1. Assist the team with planning, surveying, scheduling, preparing submittals and maintaining project records.
2. Assist in the development of project schedules and reports; confirming work is conducted in accordance with the project specifications.
3. Assist in the Coordination/design/maintaining/set up of GPS equipment, updating drawings in AutoCAD and project schedules.

Required Knowledge, Skills, and Abilities:

Key candidate skills/capabilities include:

1. Excellent oral and written communication skills
2. Ability to express ideas creatively, clearly and concisely
3. Organization and project management skills
4. Strong problem solving and analytical skills
5. Software skills using Microsoft Word and Excel
6. Preference for AutoCAD and Primavera Scheduling Software

Education and Experience

1. 3.0 or greater GPA
2. Pursuing a BS/MS degree in construction management or related majors.
3. Candidate must be eligible to work in the US at the time of, and for the duration of their employment. Employees will be required to furnish evidence of US work authorization
4. Candidate must be eligible to travel and work on a full-time basis during the internship duration (40-50 hours/week)
5. Candidate must demonstrate basic project management experience.

Career Path:

Field Coordinator II, Project Coordinator, Construction Manager depending on experience.



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Amount of Time Spent per Work Day

Requirements	Up to 1/3	1/3 – 2/3	2/3 or more
Climbing	X	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	X	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	X	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	X	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	X	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	X	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	X	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	X	<input type="checkbox"/>
Static Position	<input type="checkbox"/>	X	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	X	<input type="checkbox"/>	<input type="checkbox"/>
Fingering	X	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	X	<input type="checkbox"/>	<input type="checkbox"/>
Feeling	X	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	X	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	X	<input type="checkbox"/>
Seeing	<input type="checkbox"/>	X	<input type="checkbox"/>
Repetitive Motions	<input type="checkbox"/>	X	<input type="checkbox"/>
Carrying	X	<input type="checkbox"/>	<input type="checkbox"/>
Driving	X	<input type="checkbox"/>	<input type="checkbox"/>

Time Spent per Work Day	Level
10:00-11:00	1
11:00-12:00	1
12:00-13:00	1
13:00-14:00	1
14:00-15:00	1
15:00-16:00	1
16:00-17:00	1
17:00-18:00	1
18:00-19:00	1
19:00-20:00	1
20:00-21:00	1
21:00-22:00	1
22:00-23:00	1
23:00-24:00	1
24:00-01:00	1
01:00-02:00	1
02:00-03:00	1
03:00-04:00	1
04:00-05:00	1
05:00-06:00	1
06:00-07:00	1
07:00-08:00	1
08:00-09:00	1
09:00-10:00	1
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02:00-03:00	1
03:00-04:00	1
04:00-05:00	1
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09:00-10:00	1
10:00-11:00	1
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13:00-14:00	1
14:00-15:00	1
15:00-16:00	1
16:00-17:00	1
17:00-18:00	1
18:00-19:00	1
19:00-20:00	1
20:00-21:00	1</

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Work Environment:

Outside environment, exposure to all weather conditions and temperature extremes. Site specific exposure to hazardous materials requiring proper use of Personal Protective Equipment. Noise levels are site specific and may be subject to PPE.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The statements herein are intended to describe the general nature and level of work being performed by employees, and are not construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

All applicants must apply online at www.envirocon.com/careers/

Please contact Human Resources at HR@envirocon.com with questions.