



To apply for our **AMPed- UP Internship** role, please visit: encoreelectric.com/careers

For more information, please reach out to bryan.garver@encoreelectric.com

OVERVIEW:

This three-to-six-month intern administrative position works with the project team, suppliers, general contractors, and vendors to support project manager, superintendent, and field as needed. The Field Engineer Intern solves customer, vendor, and supplier problems, keeps construction drawings updated with submittal, RFI's, and any other project information and tracks shipments and long lead items and communicates details to the team.

General Responsibilities

Maintain open communication lines with all working relationships

Follow up to ensure items for which the job is accountable are performed

Earn and maintain team and customer's trust

Uphold the core values of the organization

Work well with others to accomplish the mission of the organization and of the job

Specific Responsibilities

Project Management Support

Review specifications and performs material take offs

Review and track submittals from vendors

Track material relative to the job

Maintain filing in the project manual and project Studio

Generate letters and memos as required

Write, log and track Request for Information (RFI) documents

Estimating and Pricing

May assist with preparation of estimates and proposals

Maintain change request logs

May assist with bid day estimate review

Purchasing

Obtain and de-scope quotes from vendors and submits to Project Engineer

Track major material

Assure material order complies with specifications based on research

May determine tax rates and tax-exempt status for purchase orders, requisitions and subcontracts based on geographic area served, project type, and tax-exempt status of client Will learn the fundamentals of purchase order and subcontract initiation and execution

Field Liaison

Will learn to perform lay out drawings to facilitate successful electrical installations

Make copies and updates field with changes to the construction documents

Perform 2-D AutoCad as necessary

Update contract drawings with submittals, RFI, etc.

Project Close Out

Request assembles and submits Operations and Maintenance manuals and testing reports

Update and submit as-built drawings

Archive Operations and Maintenance Manuals and As-Built drawings

Submit spare material as required for project close out

Schedule and coordinate owner training and third party commissioning

On-Site Only

Track, receive, and coordinate staging of committed material

Inspect equipment as received for damage and whether or not items received are correct as compared to bill of material and submittals

Maintain on-site project manuals

Other duties as may be assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

General Construction Standards (Electrical Construction Standards are preferred)

National Electric Code

Skill in:

Decision making

Adapting to new and changing requirements, environments, and/or information

Estimating resources needed to complete required tasks

Managing duties and tasks and breaking them down to their component levels

Use of communication software and hardware

Business writing and etiquette

Effective written and oral communication sufficient to be able to elicit and communicate information and achieve understanding

Establishing and maintaining effective working relationships with customers, vendors, consultants, management, and employees

Operating a computer

Microsoft Office Suite

Bluebeam

Organizing work to accomplish tasks through effective time management

Multitasking

Prioritizing and reprioritizing to meet job needs

Problem solving

Tracking numbers and bits of data relevant to the work assignment

REQUIREMENTS:

This position requires a high school diploma with completion of a sophomore level college curriculum in construction management or related field, or experience in the construction field strongly preferred. Experience in electrical industry and a positive attitude, sense of urgency, initiative and attention to detail, and ability to solve problems is also preferred.

Benefits of this role:

- Encore Electric provides excellent benefits for our employees, including **medical, dental, and vision plans, disability, and life insurance, employee-matched 401(k)*, paid time off (PTO), an employee assistance program that includes counseling, legal, and financial advice.**
- Encore also provides a generous employee referral program, and access to technical, safety, personal finance, and leadership training through Encore University, Encore's in house training program.

*Must be 18 years of age to participate in 401k program

Applications will close for this position on: May 1st, 2026, OR UNTIL ALL THE OPENINGS HAVE BEEN FILLED.

Encore Electric, Inc. is an EOE, including disability/vets.