

FIELD ENGINEER INTERN
FLSA (Non-Exempt/Hourly)

DEPARTMENT: Operations

REPORTS TO: Manager of Project Engineers or Superintendent (on Site)

OVERVIEW:

This three or six month intern position works with suppliers, general contractors and vendors to support project manager and field as needed. Solves customer, vendor and supplier problems.

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 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

- Reviews specifications and performs material take offs
- Reviews and tracks submittals from vendors
- Tracks material relative to the job
- Maintains filing in the project manual
- Generates letters and memos as required
- Writes, logs and tracks Request for Information documents

Estimating and Pricing

- May assist with preparation of estimates and proposals
- Maintains change estimate logs
- May assist with bid day estimate review

Purchasing

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- Obtains quotes from vendors and submits to Project Engineer
- Tracks major material
- Assures 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
- Makes copies and updates field with changes to the construction documents
- Performs 2-D AutoCad as necessary
- Updates as-built drawings

Project Close Out

- Requests assembles and submits Operations and Maintenance manuals and testing reports
- Updates and submits as-built drawings
- Archives Operations and Maintenance Manuals and As-Built drawings
- Submits spare material as required for project close out
- Schedules and coordinates owner training and third party commissioning

On-Site Only

- Tracks and coordinates staging of committed material
- Inspects equipment as received for damage and whether or not items received are correct as compared to bill of material and submittals
- Maintains on-site project manuals

Other duties as may be assigned

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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
- ✓ 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

PHYSICAL REQUIREMENTS:

- ✓ Climbing
- ✓ Crawling
- ✓ Driving
- ✓ Kneeling
- ✓ Lifting (up to 50 lbs)
- ✓ Sitting
- ✓ Standing
- ✓ Stooping
- ✓ Vision acuity (near and far)
- ✓ Walking

REQUIREMENTS:

Completion of a sophomore level college curriculum in construction management or related field, experience in construction is preferred, experience in electrical construction is strongly preferred, Positive attitude, sense of urgency, initiative and attention to detail

PLEASE CONTACT BRYAN GARVER TO APPLY:
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