

# JOB DESCRIPTION



<b>Job Title:</b>	Intern
<b>Reports To:</b>	President/CEO
<b>FLSA Status:</b>	Non-Exempt

## **Job Summary**

An internship at New England Sheet Metal and Mechanical Co. encourages students and/or recent graduates to explore the fundamentals of construction management. Interns at New England Sheet Metal and Mechanical Co. participate as active members of a project management team, providing assistance in estimating, field engineering, and project management.

## **Essential Duties and Responsibilities**

Essential duties and other responsibilities including but are not limited to the following:

- Review design documents, shop drawings and submittals for consistency with contract scope of work.
- Assist with job site logistics.
- Identify, define, and procure required craft and subcontractor services.
- Monitor project costs and identify areas for improvement.
- Document daily construction activities.
- Assist with preparation of CPM schedule.
- Implement project engineering procedures and other work controlling documents.
- Assist with preparation of proposals, change orders, RFI's, and letters of intent as needed.
- Change order documentation and associated cost reporting and maintenance.
- Time card review and invoice processing.
- Maintain a good working relationship with field personnel and subcontractors.
- Committed to achieving a "Zero Accident Culture" by adhering to site safety protocols and OSHA safety standards.
- Assist with compiling contract close out documents.
- Execute additional duties and responsibilities as assigned.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and Experience**

- Currently pursuing a Bachelor of Science degree in Construction Management, Construction Engineering Management, Civil Engineering, Mechanical Engineering, or related field preferred.
- Strong computer skills and familiarization with software programs to include project design, job costing, scheduling, and estimating.

## **Skills**

- Professionalism
- Ability to work in a team environment
- Excellent oral and written communication skills

## Certificates, Licenses, Registrations

- A valid California Driver's License

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

**Effective Communication:** Ensures that regular, consistent, and effective communication takes place. Ensures that important information is shared with others, on a timely basis as appropriate in his/her organizational unit. Proactive in keeping his/her manager informed, on a regular basis, about progress to avoid surprises.

**Collaboration:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization who can provide information, assistance, and support. Recognizes and appreciates the business concerns and perspectives of others. Provides valuable and needed assistance, information, and support to others.

**Initiative:** Identifies what needs to be done and takes action before being asked or required. Does more than what is normally required in a situation. Seeks out others involved, in a situation, to learn their perspectives.

**Thoroughness:** Monitors the quality of one's own work. Acts to verify information and checks the accuracy of own work. Develops and uses systems to organize and keep track of information or work progress. Organizes information or materials for others. Carefully reviews and checks the accuracy of information in work reports provided to management and others.

**Conflict Management:** Functions effectively when under pressure and/or while experiencing rapidly changing or uncertain conditions. Maintains self-control and composure in the face of stress, opposition or provocation. Effectively handles a variety of complex and difficult problems or tasks at once. Maintains a positive attitude under difficult circumstances. Quickly adapts and constructively reacts to unforeseen circumstances and setbacks, reducing their severity.

**Personal Integrity:** Develops and practices the highest ethical standards.

## Physical Requirements

### 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 use hands to finger, handle, or feel, reach with hands and arms, talk or hear, and taste or smell. The employee is frequently required to stand, walk, climb or balance, stoop, kneel, crouch, and/or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds. 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.

**Office:** The noise level in the work environment is usually moderate.

**Job Site:** While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually loud.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Please submit cover letter and resume to contact below.

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