



Position Title: Project Engineer Intern
Department: Operations/Engineering
Reports to: PE/ENG Manager
Wage Range: \$18-\$20/hr

FLSA Status: Non-Exempt
Date: 2022
Location: Westminster, CO

How to apply: Please submit your application online by following this link: <https://bit.ly/3n3Ontg>

Benefits include: PTO, Employee Assistance Program

Job Summary

This intern will work with Project Managers, Engineering, Field Managers and other departments to learn the process and execution behind a Design Build strategy. This will include both office and field exposure in order to have a holistic understanding of our strategy.

Essential Job Functions

- Request submittals from vendors and subcontractors. Number, log and prepare for customer approval. Distribute approved submittals to field managers, subcontractors, service, suppliers and others as required. Follow-up on all submittals and re-submittals.
- Distribute and log current plans and change documents to all internal and external customers.
- Work with project manager and field managers to order and expedite all equipment and materials. Coordinate with purchasing for equipment and material buyouts. Track and log equipment as required.
- Maintain job book as necessary for RFI's, change orders, drawing updates and equipment procurement.
- Submit and log all RFI's and change documents to or from our customer. Log and distribute responses to appropriate parties for cost impact.
- Request and follow-up on O&M manuals from vendors and subcontractors. Prepare the warranty statement. Assemble O&M's, start up information, warranty information and as-built drawings to be submitted to our customer by the required due date.
- Job shadow field managers from pipefitting, plumbing and sheet metal to learn the primary functions of different trades people.
- Work with the engineering team to gain exposure and insight into design-build process. Perform heating and cooling load calculations, size and select equipment, and design HVAC and plumbing systems for various project types.

- Regular and predictable attendance is expected in order to meet the requirements of this position
- Other duties as assigned.

Qualifications

- In progress towards a B.S. in Mechanical Engineering (with a focus on building systems), Architectural Engineering or Construction Management. Prefer a sophomore student or higher.
- Working knowledge of personal computers, Microsoft Windows and Word, Excel and Outlook.
- Strong communication skills
- HVAC design and/or system knowledge a plus.

Americans with Disability Specifications

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

This position takes place in a general office environment. Work is generally sedentary in nature, but may require standing and walking for up to 20% of the time. The work environment is generally favorable. Lighting and temperature are reasonable. Work is generally performed within an office environment, with standard office equipment available.

This Job Description is not a complete statement of all duties and responsibilities comprising this position and may change with or without notice.

MTech Mechanical is an EEO Employer, including disability/vets