



PROJECT ENGINEER - INTERN

Job Description

Department: Build It

Mentor: Project Manager

SUMMARY OF RESPONSIBILITIES

An internship is to gain practical, on-the-job experience by working under the guidance of an experienced professional. The Project Engineer Intern assists the Project Manager and Superintendent and performs a variety of tasks including but not limited to developing and maintaining schedules, document control, distributing RFIs, submittals and quality control. This position interfaces with subcontractors, owners, vendors and company personnel to assist in the timely and efficient completion of the project.

ESSENTIAL DUTIES/FUNCTIONS

- Assist in developing and updating project schedules.
- Assist in conducting material and site inspections assessing quality, compliance with contract documents and safety.
- Perform quantity take offs and other estimates.
- Assist in reviewing submittals and shop drawings
- Participate in and document project related meetings
- Assist in the initiation, preparation, distribution and tracking of RFIs.
- Participate in field operations by working alongside the craft
- Maintain and update as-built drawings including progress photos.
- Coordinate and communicate with subcontractors, vendors, owners, crews, architects, engineers, suppliers and other company personnel.

OTHER REQUIREMENTS

- Handle all interactions with coworkers, subcontractors, clients, the public, etc. in a manner designed to build and maintain long term relationships.
- Go the extra mile to ensure the project is successful and with complete satisfaction of the client by double checking all critical work deliverables to minimize mistakes.
- Complete all tasks with a pride of ownership.
- Never stop improving by initiating personal development strategies and suggestions for company-wide process improvements.
- Excellent written and verbal communication skills.
- Self-motivation, punctuality and the ability to manage multiple tasks.

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Phone: 406-577-2772
Phone: 509-524-8585

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Walla Walla, WA 99362

Fax: 406-542-3515
Fax: 406-234-5566
Fax: 406-587-4282
Fax: 509-876-2698

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EXPERIENCE & SKILLS DESIRED

- Currently enrolled as a college student pursuing a degree in Engineering, Construction Management or related field.
- Ability to read and understand project documents such as plans, specifications, etc.
- Experience in Microsoft Office Suite including Word and Excel is desired.
- Experience in Bluebeam is desired.

Careers@jacksoncontractorgroup.com

Courtney Petty

406-542-9150

<https://jacksoncontractorgroup.com/careers/>

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principle job elements essential for making compensation decisions. This job description may be edited as necessary.

Revised September 2019

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