



## CONSTRUCTION MANAGEMENT INTERN JOB DESCRIPTION

### COMPANY DESCRIPTION:

We are Hall-Irwin Corporation. We have a long and strong history of business in Colorado. Starting as a pipe company in the early sixties, we have continued to grow and evolve as the market changes throughout the years. Now we are a turnkey construction company providing Land Development, Water Storage Solutions, and Commercial Vertical Buildings.

We are a family-owned and run business. Our founder, George Hall, still comes into the office daily where he enjoys informal discussions with employees. His daughter, Lori Masi, is now the CEO and the family-oriented culture remains a priority for the company.

Our employees are our best asset and as George Hall states, "Hall-Irwin is just a name, a company is only as good as its people." This statement is proven repeatedly as he is elated to discuss how former and current employees have brought new ideas and processes to Hall-Irwin and are responsible for who we are today. So, join us and help construct our future.

### JOB DESCRIPTION:

The Part-Time Construction Management Intern will work closely with our Project Management, Estimating, and Field teams to gain valuable experience and knowledge over a course of a 12-week or 24-week program. You will rotate around each of our departments, spending 1/3rd of your time focusing on different disciplines. The end goal of program would be for you to come out with a better understanding of where you find the most interest and best belong based on your core competencies and skill sets.

Our program is very flexible, meaning if you have a stronger interest in one of the three fields over others, we can tailor your schedule and time spent in each department to best suit your career interests. In this position, you will truly learn the full scope of how our company operates – From bidding on projects, managing projects, building projects and everything in between!

### Qualifications:

- Written and verbal communication
- Strong Computer Skills; Microsoft Office & Outlook
- Strong attention to detail and accuracy
- Ability to handle deadline-driven environments
- Organization and time management skills
- Basic knowledge of reading/interpreting blueprints
- Effective Communicator by emails, phone, and face to face
- Solid Administrative skills
- Currently enrolled in an undergraduate program, ideally (but not limited to) construction management
- Desire to pursue a career in Construction
- Authorization to work in the United States
- Must be willing to work outside in good and inclement weather
- Strong analytical, conceptual, communication and organizational skills
- Ability to work and thrive in a team environment



## CONSTRUCTION MANAGEMENT INTERN JOB DESCRIPTION

- Strong problem-solving skills
- Ability to self-motivate and work productively with minimal supervision
- Working knowledge of Word, Excel, and Outlook
- Excellent oral and written communication skill

### Responsibilities:

- Assisting Preconstruction team, Project Managers and Superintendents at as high of a responsibility level as practical
- Planning and scheduling, preparing requests for progress payment, and processing change orders
- Creating and tracking submittal schedules, submittal logs, and processing submittals
- Procuring and expediting of materials
- Observing and creating/updating meeting minutes (OAC, subcontractor, foremen, safety, etc.)
- Preparing quantity takeoffs, calling vendors and/or sub-contractors for proposals
- Checking drawings and specifications for completeness, discrepancies, etc.
- Attending bid reviews
- Assist in bid relating activities
- Obtaining permits, checking zoning and code requirements, and arranging temporary facilities and utility services
- Supervising punch-list and OAC activities, conducting safety inspections and training
- Preparing for and scheduling city/county/fire/elevator/etc. inspections
- Assisting with surveying, testing, sample collection, shop drawing correction, and filing
- Verifying work hours, materials, and other elements necessary for tracking productivity and/or work in place
- Assisting with schedule and cost control, inventory control, and daily job reporting
- Other duties as practical for intern placement

### Benefits:

- Competitive pay based on experience and education (\$20-\$25 per hour)
- Excellent and collaborative working environment
- Great opportunity for growth

### How to Apply:

Email your resume with a cover letter to Jeanna Whipple ([jwhipple@hall-irwin.com](mailto:jwhipple@hall-irwin.com))