



## **CONSTRUCTION MANAGEMENT INTERNSHIP**

### **COMPANY DESCRIPTION:**

Charisma Construction is a Loveland-based general contractor committed to excellence. We have been providing quality residential and commercial construction for over 15 years and are dedicated to serving Northern Colorado. We believe in transparency in the field of general construction and strive to live our motto in every interaction with our customers, honesty and quality with a smile.

### **THE POSITION:**

We're looking for a Construction Management Intern with an outgoing and charismatic personality who is interested in gaining experience with construction project management from end to end. The pay we're offering is \$15 per hour. We also offer assistance with gas expenses if applicable and a fun and professional learning environment. Most work will be from home, with some travel to job sites. Job sites may be anywhere in Northern Colorado, but typically within 30 miles from Loveland. Working hours are typically between 8 am and 5 pm but may vary based on customer needs.

### **SUMMARY OF KEY RESPONSIBILITIES:**

- Support all aspects of projects from pre-development to project close out
- Development and maintenance of the project information including documentation of the scope, the detailed schedule, and the budget
  - With direction from Senior Project Manager, originate and manage project schedules with subcontractors to ensure necessary permit and construction deadlines are met
  - Maintain critical path schedules combining internal and external information
  - Generate and track development budgets and estimates for full project scope to include all construction activities
  - Track and review for approval on all project changes including change orders, payment requests, and billing from subcontractors
  - Maintain organized project folders with all records of relevant project files
  - Systematize and analyze project data, including job costing
- Support project coordination calls to include agenda creation, schedule, and project status updates, and follow up actions
- Support the project by sourcing potential subcontracted labor
- Support the evaluation of contracts with design and construction teams.
- Manage the review of plans created by the design team for feasibility and cost effectiveness



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**REQUIREMENTS:**

- Legally authorized to work in the U.S. for any employer
- Enrolled in a Construction Management or related field
- Reliable method of getting to job sites on time, generally within 30 miles
- Reliable method of communication from job sites (i.e., cell phone)
- Fluency in English, written and verbal (Spanish language skills a plus)
- Perform physical labor, able to lift a minimum of 50 lbs
- Perform labor at elevation, indoors and outdoors in inclement weather

**SUCCESSFUL CANDIDATES WILL:**

- Work well with customers, team members, supervisors, government representatives
- Demonstrate self-motivation to learn, improve, deliver results, and share ideas
- Communicate effectively demonstrating clear, prompt, professional and respectful interactions with all involved parties
- Read and understand all types of common blueprints and construction trades documents related to common construction and trades
- Understand basic budgeting and accounting of construction costs and bid processes

**Projected Start Date:** June 1, 2022

**To Apply:** Email resume and availability to contact below.

Contact: Steve Martin, Owner

Email: [steve@charismacolorado.com](mailto:steve@charismacolorado.com)

Phone: 970-541-1101

Mailing Address: 3710 Fletcher Street, Loveland CO 80538