

Essential Functions:

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

- Promote a “zero injury” safety culture.
- Assist in reviewing scopes of subcontractors and vendors and interpreting contractual obligations. Review and decipher contract documents.
- Create and finalize Requests for Clarification (RFCs) and Requests for Information (RFIs) in accordance with Standard Operating Procedures (SOPs).
- Assist with material procurement by getting submittals in punctually, developing or assisting the project engineers and senior project engineers to develop a procurement log, reviewing and updating the procurement log, and supporting the schedule and determining lead times to ensure materials are delivered on time.
- Support the project manager/superintendent in project meetings, including capturing meeting discussions, issues, and questions, and printing and distributing meeting minutes.
- Serve as the primary liaison for communication and deliverables for responsible scopes of work.
- Oversee document control and electronic filing by organizing files and following the file structure per the SOP, assisting the senior project engineer/assistant project manager with saving and filing project documentation, and maintaining and organizing weekly progress picture folders.
- Support the project engineer and senior project engineer with project quality control (QC) in accordance with the Quality SOP.
- Support the senior project engineer/assistant project manager/project manager with GE Johnson and owner/architect punchlists by documenting punchlist items and ensuring items are completed, as required, in accordance with the Quality SOP.
- Support the senior project engineer/assistant project manager/project manager with closeout.

Location and Length Details:

- Interns will be placed in CO, WY, OK, or KS
- Internship will be from Mid-May through Mid-August (12 weeks)
- Approximately 40 hours per week
- GE Johnson provides company paid furnished housing or the option for a housing stipend

Required Education and Experience:

- Sophomore or junior in academic year prior to Summer 2023
- Must be in a construction-related major (i.e. Construction Management, Construction Engineering, Civil Engineering, etc.)
- Must have the right to work in the United States

Pay Range: \$19.50 per hour

AAP/EEO Statement:

GE Johnson is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual

orientation, gender identity or expression, pregnancy, protected veteran status or other status protected by law.

Other Duties:

Please note 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.

How To Apply:

Please email your resume to Connie Nelson at nelsonc@gejohnson.com