

Job Title: Intern
Company: PG Arnold Construction
Salary: Per Offer Letter
Job Location: Boulder Office and Project Site Based

Job Description:

Summary:

The Intern position works alongside the Company Project Managers, General Superintendents, Site Superintendents, Field Staff and Executive Staff to assist in the following: job cost management, scheduling and close-out on assigned construction projects both public and private. This position is also responsible for design development participation when appropriate, pre-construction and estimating activities and occasional assistance to the Site Superintendents. The intern position is responsible for maintaining constant and effective communications with team members, both internal and external as well as customers.

Daily Responsibilities:

Estimating/Pre-Construction:

- Assist company estimators with sending projects to sub-contractors for bids
- Assist company estimators with developing prospective project instructions to bidders
- Responsible for scheduling all pre-bid walks with sub-contractors
- Responsible for coordinating with all bidding sub-contractors to ensure proper coverage for projects bidding
- Assist company estimators as necessary to develop estimate spreadsheet.
- Develop proposal package for timely submission to clients.

Project Management:

- Assist company Project Managers with change orders on multiple projects.
- Coordinate with Project Managers and Superintendents as required to execute assigned tasks for coordinating scheduling with sub-contractors.
- Assist company Project Managers and Project Engineers with all project based paperwork including RFI's, submittals, contracts, change orders, sub-contractor estimates, etc.

Supervision:

- Coordinate with Site Superintendents and occasionally provide assistance to ensure work is progressing on schedule.

Knowledge and Experience:

- Must be in the process of obtaining a Four Year Construction Management degree.

- Knowledge of project management principles for building construction; theory, principles and practices of engineering and architecture related to design and construction.
- Knowledge of fundamentals of mechanical, electrical, structural and civil engineering systems.

Skills and Abilities:

- High drive to succeed coupled with excellent organizational and interpersonal communication skills.
- Ability to quickly consume and master project contract documents.
- Ability to manage time and prioritize tasks to manage multiple projects concurrently.
- Strong computing skills to run design software, project management software, scheduling software and basic office software packages.

Work Environment:

- Work will be split between office and project sites.
- Work will require travel throughout the Denver Metro Area on a daily basis.
- Occasional work from home is acceptable as time/scheduling allows.

Requirements:

- Must have a valid Colorado Driver's License
- Must have a clean criminal record for work in educational facilities.

Please submit resumes to: paul.arnold@pgarnold.com
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