



HQ Intern Job Description

The Company

Spartan Construction Management (SCM) is a General Contractor and Construction Management firm located in Golden, CO. Our Vision at SCM is to build a world class organization that improves the lives of our team and our stakeholders while providing exceptional value and limitless capabilities for tomorrow's opportunities. To do this we provide opportunities for our team to grow and achieve their dreams, both personally, and professionally. We exceed expectations for our stakeholders while advancing relationships through executional excellence.

Job Summary

As an SCM intern, you will be working at our headquarters in Golden, CO assisting the project management team with expansion and ground-up projects. This position requires an entry level understanding of all construction trades including civil, structural, concrete, paving, wood and metal frame construction, MEP, and interior finishes. As an intern, you will be supporting the project schedule, project cost management, and management of subcontractors in each discipline for projects ranging from \$500k to \$25 million in total project cost.

Main Responsibilities:

- Supporting the project management team as a secondary point of contact for all project stakeholders.
- Supporting schedule management and assist with coordinating subcontractors.
- Supporting cost, scope Management, and project controls.
- Supporting construction permitting, coordinating inspections, and subcontractor permit requirements.
- Coordination with design consultants throughout the project lifecycle.
- Assist with sourcing bids from local subcontractors.
- Assist with discipline scopes of work to be used for estimating and construction.
- Learning industry trends, best practices, regulatory changes, and new technologies.

Required Skills/Abilities:

- Excellent Leadership Skills.
- Excellent verbal, written, organizational skills with attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Experience with, and proficiency in, Microsoft Office Suite, Procore, Google Drive and Smartsheet is preferred.

Qualifications:

- 1+ Years of experience in General Contracting in an intern role is preferred.
- 1+ years of experience overseeing Commercial Construction Projects in an intern role is preferred.
- Completed or in progress degree in Business, Construction Management, or Engineering.

Compensation: Starting hourly compensation of \$22/hr. Interns will also have the opportunity to participate in company travel, events, and offsite training.

Location and Type: Part Time Employment, Ability to travel to main office HQ once a week, Opportunity to travel to Team offsites.

We are an Equal Opportunity Employer as well as a drug-free, smoke free company that strives to keep employees happy and balanced. All employees subject to a background and drug test.



Spartan Construction Management

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