

SOUTHERN CALIFORNIA

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## ROLE DESCRIPTION

**Position Title:** Project Engineer Intern  
**Prepared Date:** March 2019  
**Department Name:** Operations  
**Reports to:** Project Manager, Senior Project Manager  
**Status:** Exempt, Full Time  
**Location:** Jobsite or Santa Monica Office

### Position Purpose

The Project Engineer Intern supports field operations by managing contract documents and trades for a designated construction project to ensure control over everyday operations for a limited period of time.

### Essential Duties and Responsibilities:

- Research, write, submit, track, distribute RFIs
- Document control/drawing maintenance
- Distribution of drawings revisions and trade notifications
- Create submittal register
- Create, compile, track, and distribute submittals
- Develop and distribute weekly trade coordination meeting minutes
- Issue miscellaneous correspondence
- Buyout minor trades
- Receive safety training
- Compile project closeout documents
- Coordinate punch list item tracking and acceptance

### Other Job Functions:

- Perform other related tasks as assigned, some of which may become essential to the position
- Adhere to all company and departmental safety policies including use of personal protective equipment when necessary

### Supervisory Requirements:

- No supervisory responsibilities at this time

### Interactions:

- Interacts and communicates with subcontractors and members of the project team including architects and engineers

### Requirements

#### Education/Training:

- Completion or in the course of completing a 4-year bachelor's degree in architecture, engineering, business, or construction management or equivalent combination of experience and/or training within a technical field

Experience Required:

- None

Knowledge, Skills and Abilities (KSA's):

- Understanding of construction trade software including Prolog, Primavera, Bluebeam and Microsoft Office
- Excellent leadership and problem-solving skills, organization, communication and customer service skills with the ability to handle multiple tasks with tight deadlines on a regular basis

**Physical Demands:**

- Ability to sit or stand for extended periods of time
- Intermittent walking to gain access to work areas
- Finger dexterity sufficient to use a computer and to complete paperwork activities
- Vision sufficient to use a computer, to read written materials and to complete paperwork activities
- Hearing sufficient to communicate with individuals by telephone and in person
- Ability to lift up to 25 pounds

**Work Environment:**

- Office setting with moderate noise levels in temperature-controlled environment
- May include shared office space and temporary provisions including portable toilets as required by project constraints

**Note:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signatures:**

This job description has been approved by all levels of management.

**Manager** \_\_\_\_\_

**HR** \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_