



## **Intern**

### **Job Summary**

The role of the Intern is to review design and bidding documents, evaluate contractor bids, and oversee construction progress and scheduling. Additionally, the Intern provides technical support to construction staff under the supervision of the project manager. The ideal candidate will be able to work independently but will work closely and report to a supervisor or manager.

### **Essential Duties and Responsibilities**

- Assist in the development of cost estimates
- Review plans and other technical documents
- Answer questions regarding the scope and/or timing of the project
- Manage and update project documentation
- Assist the project manager with maintaining project records
- Assist the project manager/superintendent in creating and distributing the project schedule
- Assist project manager/owner in getting building permits for the project
- Prepare change-orders with input from project manager
- Document weekly OAC meeting decisions through meeting minutes
- Assist the project team with closeout of the project; assist with creating owner's manuals
- Assist the project manager with monthly subcontractor billings and pay applications
- Assist the project manager with assigned tasks

### **Qualifications**

- Pursuing a bachelor's degree in construction management
- Strong communication skills
- Professional and polished
- Computer proficiency utilizing Microsoft Office Suite software (Word, Excel, Outlook, Power Point) and other applicable software programs
- Demonstrate flexibility and is adaptable to change
- Ability to read and comprehend plans and specifications
- Strong attention to detail, problem-solving skills and ability to meet deadlines
- Self-motivated and proactive

### **About VCB**

Founded in 2003 by Ted Leach and with offices in Edwards, Colorado, Vail Custom Builders is a small team of highly experienced professionals who share a passion for building and remodeling homes of uncompromising quality. As a boutique builder, we limit the number of our projects each year to a select few, allowing us to stay focused on our clients' needs and to ensure that their homes are built to our own rigorous standards.

### **Details**

All of our projects are located in Eagle County and our office is in Edwards. Projected start date is flexible, but ideally May 2024 and complementary housing will be provided. Pay range is \$22-28/hr. Please send your resume and references to [bailey@vailcustom.com](mailto:bailey@vailcustom.com). Feel free to give us a call 970.926.8771