

Construction Intern Job Description

PRIMARY FUNCTION: The Construction Intern is responsible for assisting Project Staff on a construction management project or in a district office.

TYPICAL RESPONSIBILITIES/DUTIES: Interns learn Gilbane's construction methods and practices through work assignments on a job site team, assisting project engineering, accounting, and superintending staff with daily duties.

- Manage project document flow
- Take progress photos of jobsite
- Review and approve submittals
- Submit RFIs
- Handle change management process
- Participate in business unit office activities including orientation program, training sessions and peer group meetings

EXPERIENCE/EDUCATION

- Currently enrolled in Engineering, Construction Management, or similar program
- Prior exposure to construction industry is a plus
- Or equivalent combination of education and experience

KNOWLEDGE, SKILLS & ABILITIES

- Strong communication skills
- Proficient in Microsoft Office