
Project Engineer Intern

Position Overview:

The Project Engineer Intern is responsible for detailed scope coordination, material submittal and review, schedule coordination, and fostering communication among the owner, architect, subcontractors, and other vendors. An ideal candidate should possess a comprehensive knowledge of building trades materials and methods, with specialized expertise in Mechanical, Electrical, and Plumbing trades.

Reporting to the Project Manager, Senior Project Manager, and/or Project Executive, the Project Engineer Intern will be stationed at the project site, collaborating closely with the Project Superintendent, Project Manager and Project Engineer to ensure seamless project execution.

During your internship, you will be exposed to various clients, architects, and all subcontractor trades. You will receive great benefits including competitive compensation, community involvement, on-site training, and potential full-time opportunity.

Duties and Responsibilities:

Pre-construction

- Attend and coordinate project job walks
- Produce quantity take-offs for multiple disciplines
- Assist with pre-construction RFIs

Safety

- Conduct project walks with Superintendent
- Support Superintendent and Safety Director before beginning of each project and demolition
- Coordinate and review site specific EH&S plans with Safety Director, Superintendent and entire construction team

Document Control

- Develop, track and manage RFI, Submittal and Change Order Logs and Procurement Logs utilizing Sentinel
- Generate action item lists and follow-through to completion
- Coordinate and update Master Drawing Set and logs utilizing Fieldwire
- Distribute project drawings, addenda, design changes, RFIs, submittals and documentation to extended team
- Monitor and log 3rd party testing, project access and logistics plans
- Complete OpenSpace job walk captures multiple times a week
- Complete and distribute weekly job site progress report

Meetings

- Attend and contribute in weekly Owner, Architect and Contractor meetings
- Participate in weekly Subcontractor Meeting with Project Superintendent
- Attend weekly internal team meetings

- Attend coordination meetings with Architects, Engineers and multiple subcontractor trades

Technical Ability

- Review subcontractor and vendor drawings and submittals for adherence to plans and specifications
- Interface with Architect and Engineers to efficiently resolve technical issues and convey information to field and entire team
- Demonstrate basic understanding of construction drawings, details and terminology

Skills and Qualifications

- Pursuing a Bachelor's Degree in Construction Management or Civil Engineering
- A minimum of 1 commercial construction internship preferred
- Flexible with ability to manage multiple tasks/projects concurrently
- Resourceful, with respect to problem identification and resolution
- Strong verbal and written communication skills
- Able to operate in a fast-paced working environment with minimal direction from Senior Management
- Proficient in Microsoft Office Suite (or similar project management software, Scheduling software (MS Project and/or Primavera), accounting systems and software, and estimating software

Compensation and Benefits

- \$20-\$28 hourly based on qualifications and experience
- Full time: 40 hours per week Monday- Friday in the office/job site
- Paid Holidays
- Sick time
- OSHA 10/30 Training
- Commuter Benefits (CA only)
- Gym Subsidy

To apply, please send a resume and cover letter to gchoun@novoconstruction.com