March 2019

Construction Project Engineer Intern

This position is an entry-level role in the construction industry, and more importantly an introduction to The I-Kota Way. Our Internship Program is intended to provide a broad exposure to the industry, with time spent in estimating, office engineering as well as in the field. The position ideally leads to a full-time Project Engineer role, if the experience is positive both for the Intern and I-Kota. For the **summer of 2019**, internships are intended to run *10 weeks, from May 28th through August 9th*. Internships pay $15/hour.

What is a Project Engineer?

To *Engineer* (verb) means to plan, construct or manage. Project Engineers are the lifeblood of a project. They dig into the details, understand how all the parts and pieces interact and manage the flow of information so that each player in the project can execute their role at the desired time.

A Project Engineer reviews all shop drawings, processes submittals, and requests for information, procurement and timely delivery of materials to the project, development of bid packages and assist in processing owner and subcontractor billings. As a Project Engineer, you will be trained to successfully estimate and negotiate all change orders and direct the project administration. You will support the Project Manager and Area Superintendent in material deliveries, staff development, and overall project coordination. The Project Engineer plays an essential role in a successful project. The skills you develop as a Project Engineer will assist you in future assignments as either an Area Superintendent, Assistant Project Manager, or Estimator. This is an entry-level position. This individual works directly for the Project Manager at the initial phases of the project and for the Project Superintendent after the job is bought out. This position will teach the basics of I-Kota's estimating procedures. A basic understanding of construction and good plan-reading skills are prerequisites for this position.

Project Engineer I

- Entry level position to the construction industry
- Significant portion of time spent in the field – layout, safety, quality are general areas of focus
- Will be directly taught and managed industry standards and company expectations.
- Responsible for the project's clerical duties
- This position requires moderate to high levels of direction from upper management.
- Communication with all parties involved in the project; sub-contractors, project managers, finance etc.
- Overseeing the execution of the project, as well as direct communication with construction staff
- Overseeing the general running of site; deliveries, plans, costs, quality
- Opening and securing the site (shared responsibility with field personnel)
- Checking drawings and quantities and ensuring that the calculations are accurate for the work
- Overseeing the selection and purchase of materials for use in the construction and their value
- Liaising with any consultants and / or sub-contractors engaged in the project
- Attending regular meetings with clients, architects and consultants, document and distribute minutes
- Overseeing quality control and safety matters on the site, and ensuring that regulations are up kept
- Assisting in resolving any unexpected technical difficulties, and other problems that may occur
- Creating databases and setting up filing systems
- The organization of all project related documents
- Chasing overdue documentation
- Tracking of manpower/production in the field
- Ensuring relevant members of the production have the necessary documents; drawings, submittals, etc.
- Development & Implementation of project quality control programs

Reports To: *Project Managers during buyout / closeout*
Project Superintendents through construction

Manages: *Subcontractors*

If interested in applying for the position, please contact Jessica Black at jessica@i-kota.com.