

**Job Title:** Commercial Engineering Intern

**Department:** Commercial Construction

**Reports To:** Commercial Sales

**Wage:** Hourly, commensurate with level of experience

**Responsibilities and Duties:**

Commercial Field Work for Two Semesters. Employee is expected to rotate between commercial sheet metal, commercial piping and industrial piping crews.

- Follow all policies as outlined in the company handbook and safety documentation.
- Load and unload tools, material, and equipment.
- Stage, organize, and inventory materials and equipment for project.
- Aid in the layout and installation of mechanical equipment, ductwork, and piping.
- Assist in the setting of equipment with the aid of a crane, boom truck, forklift, or other construction vehicles.
- Daily clean-up and housekeeping of jobsites, vehicles, and work area.
- Overtime or varied shift work hours may be required.

Commercial Office for One Semester.

- Follow all policies as outlined in the company handbook and safety documentation.
- Assist Commercial Sales with providing complete estimates for bidding projects.
  - Assemble plans, specs and bid dates.
  - Prepare bid qualification documents and forms.
  - Take off material from plans and obtain pricing from suppliers as necessary. Use of on-screen takeoff software (AutoBid) will be utilized.
  - Estimate labor to install equipment and material per plan.
  - Attend job site and pre-bid meetings as required.
- Assist Construction Administrator in preparing job packages detailing scope, submittal data, plans, and closeout/turnover documents.
- Assist Project Managers with scheduling, job packages, and meetings.
- Assist Warehouse with shipping, receiving, and warehouse inventory.
- Shadow Preconstruction Team to become familiar with coordination and engineering services provided.

General Internship Program

- Utilize time with each division learning trade specific skills, process, and procedures
- Intern will be trained in all areas described

**Qualifications:**

- Willingness to perform variety of tasks requiring limited trade knowledge to support commercial sales team, project managers, and skilled field mechanics.
- Ability to be attentive to surroundings conditions and dangers associated with each task.

**Requirements:**

- Technology Requirements: ability to use tablets for reading, recording and dispersing data in the field. Excellent computer skills and proficiency with Microsoft Outlook, Word, and Excel.

- Tool Requirements: basic hand tools (e.g. cordless drill, hammer, screwdrivers, snips, tape measure, crescent wrench, channel locks, torpedo level, etc).
- General Requirements: ability to operate a forklift or other heavy equipment pending proper equipment certification provided by company. Company vehicle use will be subject to motor vehicle report and authorization.
- Physical Requirements: ability to perform additional physical activities that require considerable use of limbs and appendages such as climbing, lifting, reaching above shoulders, balancing, walking, stooping, and kneeling. Ability to lift, move and handle 80lbs tools or materials. Ability to climb and work from ladders, aerial lifts, or scaffolding. Ability to work in tight spaces or uneven terrain. Ability to work in environmental conditions that range from working outdoors during all seasons, indoor office environments, and utility plants.