

Project Engineer Intern & Field Engineer Intern



Main Role:

Assist the Project Manager, Assistant Project Manager, Superintendent, and Project Engineer in processing information and conducting all clerical duties at the job site level as required.

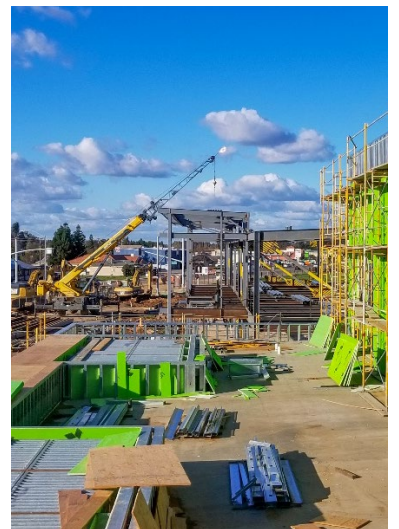
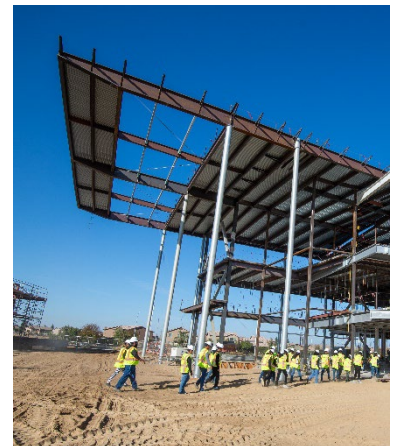
Responsibilities, Authorities, and Key Result Areas:

- Prepare and process purchase orders from information provided by the Project Manager or Superintendent
- Prepare and process inspection requests as directed by Project Management Team
- Prepare and process RFI's as needed by Project Management Team
- Prepare meeting minutes
- Process submittals
- In the absence of the Project Engineer, the Project Intern shall inventory all deliveries to assure that they conform to orders placed and that the quantities and prices charged are consistent with the terms of purchase.
- Responsible for setting up and maintaining a neat and efficient filing system.
- Responsible for the maintenance of a neat orderly field office.
- Further education by observing all phases of construction. Assist with posting jobsite as-builts.
- Improve ability to read and interpret the plans and specifications.

Reports to Project Management Team

Qualifications:

- Neatness in work
- Basic computer, spelling, and writing skills
- Enrollment in a program for a Construction-related Degree



Our Ideal internship Candidate(s):

- Someone who has started their coursework in a Construction Management (CM) program (i.e. Sophomore, Junior, & Senior)
- Someone wanting hands-on experience on active public works project sites
- Someone who is comfortable and excels at working in a team dynamic
- Someone who doesn't limit their learning to inside the classroom

To Apply, Visit Our Website or Click the Link Below –

[Student Internships – Harris Construction](#)

