

Tweet/Garot Mechanical is offering an internship to participate and learn Construction Management from working on various commercial and industrial construction projects.

SUMMARY:

Assist Project Manager(s) in planning, directing and coordinating activities of designated construction projects to ensure that goals and/or objectives are accomplished within prescribed timeframes and funding parameters by performing the following duties:

- Assist Project Manager(s) and Account Manager(s) on cost projections with the Project Foremen for labor, material, equipment and consumable costs.
- Participate in labor breakdowns and equipment scope and buyout process.
- Review submittal information: specification compliance, warranty verification, spatial requirement verification, adjacent trade coordination, submittal log updates, manage delivery schedule for items ordered, and issue purchase orders as the submittal review is completed.
- Observe how to issue subcontracts and how to follow up on return, verify warranty requirements and review scope with variances identified with the Project Manager(s).
- Support the Project Manager(s) with maintaining the project schedule: keep current GC/CM construction schedule available, create internal project schedule, update Virtual Construction schedule and convey changes in the construction schedule with the team, and utilize robotic total station (schedule and coordinate).
- Assist in the preparation of closeout documents: collect and verify completion and compliance of close out documents and complete boiler, chiller, pressure vessel registration forms.
- Participate in the change order process: identify scheduling requirements with the Preconstruction Department, identify changes and review scope with Project Manager(s), compile costs for review prior to submittal, and log the change orders.
- Assist in preparation of meetings and attend meetings with the Project Manager(s).
- Participates in internship program activities and company-sponsored events.

QUALIFICATIONS:

- Pursuing a degree in Construction Management or similar.
- Willing to relocate to De Pere, WI during internship.

LOCATION

325 Reid Street
De Pere, WI 54115

PERIOD OF EMPLOYMENT

Summer, 2019

HOUSING

Limited Availability

COMPENSATION DETAILS:

Paid

HOW TO APPLY

Cover Letter and Resume
and/or
Employment Application

CONTACT PERSON

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