

Tweet/Garot Mechanical is offering a Co-Op for a Construction Management student searching for a valued-added experience by assisting the Project Manager(s) with the day to day operations on the jobsite.

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.
- Document control; ensuring the field staff has the latest version of plans, CB's, RFI's, etc.
- Assist in preparation of meetings and attend meetings with the Project Manager(s).
- Perform safety and quality field inspections
- Participate in internship program activities and company-sponsored events.

QUALIFICATIONS:

- Pursuing a degree in Construction Management or similar.

LOCATION

Sheboygan, WI

PERIOD OF EMPLOYMENT

May 2020 – December 2020

HOUSING

Limited Availability

COMPENSATION DETAILS:

Paid

HOW TO APPLY

Cover Letter and Resume
and/or
Employment Application

CONTACT PERSON

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