



CONSTRUCTION MANAGEMENT

Part-Time Internship

Tweet/Garot Mechanical is offering a Part-Time Internship for a Construction Management student searching for a valued-added experience by assisting the Project/Account Manager(s) with day to day operations.

SUMMARY:

Assist Project/Account 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 in developing, maintaining and reporting out to the construction teams on project schedules.
- 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, assistance with bid tracer software, 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/Account Manager(s).
- Support the Project/Account Manager(s) with maintaining the project schedule: keep current GC/CM construction schedule available, create internal project schedule, update Virtual Construction Team, 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/Account 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 Virtual Construction, Manufacturing, Account Management and Project Management Teams.
- Perform safety and quality field inspections
- Participate in internship program activities and company-sponsored events.

QUALIFICATIONS:

- Pursuing a degree in Construction Management or similar.
- Experience with Microsoft Projects (developing, maintaining and reporting out on schedules)

LOCATION
De Pere, WI

PERIOD OF EMPLOYMENT
Summer 2020

COMPENSATION DETAILS:
Paid

HOW TO APPLY
Cover Letter and Resume and/or
Employment Application