

POSITION INFORMATION	
<b>Job Title:</b> Construction Intern	<b>Position Type:</b> Full-Time Intern
<b>Reports to:</b> Project Manager	<b>Exempt Status:</b> Non-exempt
<b>Location:</b> Corporate and Project sites	<b>Salary Range:</b>
<b>Date Created:</b> 10/01/2024	<b>Date Updated:</b>
SUMMARY	
<p>As an intern, you will have the opportunity to work on a variety of projects, learn new skills, and gain valuable experience. This is a great opportunity for anyone interested in pursuing a career in construction or related fields. We are looking for a motivated self-starter who has a thirst for knowledge and is eager to learn.</p> <p>This position will be based out of our Towson office, with the opportunity to be onsite for various local construction projects.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>Assist project managers with day-to-day tasks, such as scheduling, budgeting, and project coordination</li> <li>Participate in on-site inspections and meetings</li> <li>Assist with estimates and bidding</li> <li>Assist with project documentation, including progress reports and change orders</li> <li>Conduct research on construction methods, materials, and regulations</li> <li>Assist with safety inspections and job hazard analysis</li> <li>Other duties as assigned</li> </ul>	
SUPERVISORY RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	
QUALIFICATIONS	
<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>	
MINIMUM EDUCATION AND/OR EXPERIENCE	
<p>Currently enrolled in a construction management, engineering, architecture or related program at an accredited university or college.</p>	
COMPUTER SKILLS	
<p>To perform this job successfully, an individual should have knowledge of Microsoft Office software (MS Word, MS Excel, MS PowerPoint, MS Outlook).</p>	
CERTIFICATES, LICENSES, REGISTRATIONS	
<p>None</p>	
OTHER QUALIFICATIONS	
<ul style="list-style-type: none"> <li>Strong attention to detail and organizational skills</li> <li>Excellent communication and interpersonal skills</li> <li>Ability to work independently and as part of a team</li> <li>All staff are expected to have a strong desire to provide excellent customer service; to comply with the rules and regulations of those companies to which we are accountable; to have high ethical and professional standards of conduct; and to have an attitude of wanting to continuously improve their own professional performance.</li> </ul>	
OTHER REQUIREMENTS	
<ul style="list-style-type: none"> <li>Availability to work full-time during the summer months. Opportunities exist to work part time during the school year and over winter break.</li> <li>Must be authorized to work in the United States</li> </ul>	

## ADDITIONAL NOTES

### PHYSICAL DEMANDS

While performing the duties of this job, the employee will spend long hours using office equipment and computers and must occasionally lift and/or move supplies and materials. This is a busy position with constant activity and interruptions, which may require the employee to meet with others on a regular basis. The employee must frequently lift or move objects weighing up to 10 pounds and occasionally lift or move objects weighing up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORK ENVIRONMENT

The employee must be able to perform the essential duties and responsibilities of this position within a fast-paced working environment. While performing the duties of this job, the employee is regularly exposed to normal office conditions. The noise level in the work environment is usually quiet to moderately loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### DRIVING/TRAVEL

The employee must have reliable transportation. While the primary workplace may be closest to the employee's home, work assignments could be in any of the Company's project locations. Employee must possess a valid Driver's License.

## CERTIFICATION

I acknowledge that I have reviewed this job description in its entirety and have been given an opportunity to ask questions regarding its contents.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_