



# The MOLES

## Iovino Enterprises

**Website (do a little research before applying!):** <http://www.iovinoent.com>

**Person to Contact:** Kristen Motto

**Contact Person's Email:** [kmotto@iovinoent.com](mailto:kmotto@iovinoent.com)

**Company Business Address:** 1010 Northern Blvd, Suite 200, Great Neck, NY 11021

**Internship Focus:** Heavy Civil

**Internship Opportunity:** Summer Intern - paid

**Internship Location:** Tri-State Area of New York, New Jersey and Connecticut

**Internship Description:** The Field Engineer Intern applies basic concepts and techniques to plan projects, develop basic installation drawings and contribute to intermediate project milestones. He or she has knowledge in civil engineering concepts and can quickly adapt to a fast-paced environment. The ideal candidate will be eager to learn and work well in a team setting.

In addition to daily assignments the intern is assigned one complete project work item that the he or she is solely responsible for. He or she will work closely with the Project Manager to implement policies and procedures required for item's success. The intern will maintain a good knowledge of the contract specifications, documents and the scope of work, including subcontracts and purchase orders and assist in development of project status reports and profit projections. In addition, the intern is responsible for monitoring activities at construction sites and assisting the Superintendent and Project Manager with site management.

## II. EDUCATION/CERTIFICATIONS

-Pursuing a Bachelor's degree in Mechanical, Civil, Electrical, or Environmental Engineering (or equivalent experience).

## III. KEY RESPONSIBILITIES

- Work closely with Field & Project Engineers, Superintendents, Foreman and Crews on Project Deliverables.
- Process/manage material deliveries – ensure that materials received are properly inspected for quantity and quality and follow contract documents.
- Assist in coordinating and scheduling shop drawings and submittals.
- Maintain a complete and current record of submittals, approvals and resubmittals, including a file of letters of transmittal and dates of each transaction.
- Perform inspections and testing as required to ensure adherence to the contract document and to achieve highest quality construction.

## **Iovino Enterprises (con't.)**

- Work to ensure construction progresses as scheduled, contract requirements are adhered to, and work is performed in a safe manner.
- Participate in the work planning activities.
- Assist the Project Engineers with the submittal preparation and reviews, invoicing, scheduling, and engineering tasks.
- Perform surveys.
- Perform measurements to establish the quantities of completed work for both payment purposes as well as cost reporting.
- Prepare required reports and documentation.
- Work with subcontractors and suppliers to schedule deliveries.
- Use instructions and pre-established guidelines to perform the functions of the job.
- Perform any additional duties as required.