

POSITION OUTLINE:

The objective of the Engineering Intern is to prepare for the construction industry. This is accomplished through field and office experiences working alongside Civil, Mechanical and Environmental Engineers in a dynamic hands-on program.

Safety:

- Assist and prepare in giving Tool Box Safety Talks, Daily Safety Huddles and maintain records
- Assist in One Call Center requests to ensure no utilities are damaged during construction activities
- Maintain a retrievable filing system for the Hazardous Communication Program - MSDS
- Maintain the Project Safety Manual, make periodic jobsite safety inspections and record file all findings

Payments:

- Perform daily Quantity Review with Superintendent and Job Foreman
- Enter daily quantities into system and file daily sheets
- Track completion of work on project plans
- Perform monthly review of estimates with job Superintendent
- Notify Project Manager or Area Manager of anticipated overruns/under runs

Daily Logs:

- Maintain General correspondence file with correspondence log
- Maintain Shop Drawing Log
- Maintain Subcontractor daily log
- Maintain Delivery log
- Accurately track Asphalt and other major materials that are delivered

Certified Payroll, EEO, Trainee Reports:

- Track all subcontractors that worked on the project for the month utilizing the Subcontractor daily log.
- Enter daily payroll information by specific task and assist in productivity tracking

Miscellaneous:

- Maintain Job Records
- Track Job Codes using Phase Code System
- Maintain the Request for Information (RFI) to the owner
- Assist in the purchase of job materials to ensure the proper quantities are delivered
- Assist in estimating additional work
- Review project plans and assist in ensuring work is completed properly
- Assist in developing project look-ahead schedules



To Qualify for Internship:

- ✓ Enrolled in Civil, Mechanical or Environmental Engineering program
- ✓ Interest in heavy construction such as site-work, roads or environmental

To Apply:

Please go online to <https://careers-posillicoinc.icims.com> or you can send your resume to Laura Gilbert at LGilbert@posillicoinc.com