

# Job Description

## Building Performance Solutions Intern

### POSITION SUMMARY

Assists the Building Performance Solutions (BPS) Team with estimates, project support and other initiatives, specific to Mechanical, Electrical and Plumbing (MEP).

### PRIMARY RESPONSIBILITIES

Follows standard McCownGordon procedures and policies to accomplish the following:

#### Pre-Construction:

- Gains exposure to the pre-construction process by collaborating with BPS Managers, Project Managers and Estimators.
- Helps provide quantity updates on designed or identified items.
- Visits the project site and takes a detailed photographic review of the site and/or building.
- Takes notes of items of interest from the site visit and shares with the team.
- Calls suppliers and subcontractors to solicit participation in bidding on a project.
- Other tasks as assigned.

#### Bid Analysis:

- Helps review scope of work from project team or bid documents to analyze MEP subcontractor bids/proposals for completeness.
- Helps ensure that materials are available for the project and included in bids by coordinating with subcontractor market and suppliers.
- Helps communicate with MEP subcontractors prior to bidding to answer questions.

#### Project Team Support:

- Learns MEP fundamentals by working with the Engineering Managers.
- Learns and uses company software for MEP-related tasks and maintains proper organization of associated electronic files.
- Helps review MEP-related questions, submittals and tasks in cooperation with project team.
- Other tasks as assigned by Engineering Managers.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Core Values: exhibits company's core values of Integrity, Performance, and Relationships.
- Teamwork Orientation: demonstrates a team approach and attitude
- Functional Knowledge: strong fundamental knowledge of how projects/buildings are built. Understands the critical building components and procurement requirements.
- Learning Attitude: ability to learn processes, computer applications, industry standards, etc.
- Ability to take Initiative/Responsibility
- Problem Solving/Issue Resolution
- Verbal and Written Communication Skills
- Attention to Detail
- Organization/Planning/Time Management Skills

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### **MINIMUM QUALIFICATIONS**

- Completed sophomore year of Bachelor's Degree program in a related field.
- Proficiency in computer applications, preferably Microsoft Office.

### **WORKING CONDITIONS**

The position requires work in an office environment as well as construction job sites.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. The job description is subject to change at any time.