

JOB DESCRIPTION

Commissioning Intern

POSITION SUMMARY

Learns from and assists Commissioning Team with Mechanical, Electrical, and Plumbing (MEP) design concepts, estimating, and construction basics. Supports the Commissioning Team members on active projects to ensure the MEP systems meet the project's requirements, design specifications, and industry standards.

PRIMARY RESPONSIBILITIES

Follows standard MGC procedures and policies to accomplish the following:

Pre-Design Phase

- Assists with quantity takeoff and/or verifying quantities/amounts of commissioned equipment or systems.

Design Phase

- Observes design phase meetings, including with client, design partners, subcontractors and suppliers.
- Assists with construction document review.
- Learns sizing, layout and coordination requirements of relevant MEP systems.
- Assists with gathering pre-functional checklists.
- Assists with assembling and following the commissioning plan.

Construction Phase

- Assists with documentation relative to commissioned equipment or systems.
- Observes installation and testing of commissioned equipment or systems.

Occupancy and Operations Phase

- Assists with owner training of commissioned equipment or systems.

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: basic knowledge of how projects/buildings are built.
- Learning Attitude: ability to learn processes, computer applications, industry standards, and to continuously increase knowledge and abilities
- Ability to take Initiative/Responsibility
- Attention to Detail
- Analytical/Problem Solving Skills
- Organization/Planning/Time Management Skills
- Verbal and Written Communication Skills

MINIMUM QUALIFICATIONS

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To perform this job successfully, an individual must be able to perform each primary responsibility 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.

- Completed sophomore year of bachelor's degree program in Construction Management, Engineering, or related field, or equivalent combination of education, training, and experience.
- Basic knowledge of personal computer and e-mail applications.
- Language Skills: Ability to read, analyze, and interpret contract documents, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients, subcontractors, or associates.
- Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORKING CONDITIONS

The position requires work in an office environment as well as visits to 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.

Equal Opportunity Employer/Minorities/Females/Disabled/Veterans