

# JOB DESCRIPTION

## Construction Engineer Intern

**Position Title:** Construction Engineer Intern

**Job Code:** JC-10048

**Reports To:** VP, Talent Development

**FLSA Status:** Hourly

**Prepared By:** Christina VanNess

**Date:** August 5, 2026

### POSITION SUMMARY

Learns from and assists the Project Team on all aspects of operations and management of a project. *Due to the limited duration of collegiate internships, interns may not be exposed to all the responsibilities listed below.*

### PRIMARY RESPONSIBILITIES

#### Project Set-Up and Planning

- Assists Superintendent with development of the site logistics plan by analyzing site conditions, utilities, material deliveries, crane access, employee parking, trailer and/or office set-up.
- Assists Superintendent with plans to handle storm water run-off/sedimentation at the project site.

#### Schedule Management

- Assists project team with weekly schedule updates.
- Helps coordinate and schedule subcontractors, vendors, and site staff as directed by Superintendent.

#### Project Controls and Administration

- Assists with management of the RFI process by reviewing all questions from the project team, reviewing questions with the project management team as required. Helps review current contract documents to ensure RFI is needed, logs RFI in Procore, forwards the RFI to the design team or owner, and facilitates a response from the design team. Forwards response to affected contractors.
- Assists with documentation in Procore software.
- Assists with weather delay documentation, and other delays, on a weekly basis.
- Helps track and distribute change documents to project team, including Proposal Requests and Architect's Supplemental Instructions.

#### Procurement

- Works with the project team to learn and understand the submittal process.
- Assists in managing / tracking submittals and lead times from each subcontractor.
- Helps provide on-going follow-up throughout procurement process.
- Assists with weekly follow up on critical procurement items.
- Helps update all activities in Procore.
- Monitors deliveries and verifies materials to ensure alignment with submittals.

#### Budget and Cost Management

- Assists in collecting subcontractor pricing for changes. Gains exposure to evaluating change pricing.
- Reviews weekly unit cost reports with the Superintendent to gain exposure to self-perform, as applicable.
- Gains exposure to creating projections and forecasts; attends monthly projection meetings at discretion of Project Executive.

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- Gains exposure to Owner and Subcontractor pay application process.

### Meetings

- Assists with preparation of agendas for weekly project meetings.
- Assists with preparation and distribution of minutes following each meeting.
- Attends pre-installation meetings and other meetings as requested.
- Ensures trailer or office area is in acceptable condition for meetings.

### Documentation

- Assists Superintendent with documentation for the project, including accurate timesheets, daily reports, field activities, field work orders, directives, weather reports, inspection reports, visitor logs, weekly safety reports, and any other reports specific to the project.
- Maintains organized filing system for all paperwork within Procore.

### Safety

- Gains exposure to safety audits with Superintendent and/or Safety Manager by attending safety walkthroughs.
- Interns may not act as the designated Competent Person on a project site.

### Quality

- Gains exposure to quality processes with Superintendent and/or QAQC Manager.
- Assists with documentation of QAQC action plans.

### Close-Out

- Assists project team with close-out activities.
- Helps administer punch list by documenting items in Procore and following up on open items until complete.
- Gains exposure to as-builts by helping document all changes to the contract documents and coordinating receipt of as-built documents from required subcontractors.
- Gains exposure to Operation & Maintenance (O&M) documentation by collecting and reviewing required documentation from subcontractors. Follows up on any open or incomplete items.

## LEADERSHIP MODEL COMPETENCIES (PROFESSIONAL INDIVIDUAL CONTRIBUTOR)

### Emotional Intelligence

- Exhibits Emotional Intelligence: Develops self-awareness, maintains self-control, listens and responds with empathy, asks for help and encourages involvement, shares thoughts and feelings, reads the room and pivots when needed.
- Communicates Effectively: Listens and asks questions. Speaks clearly and simply. Shows appropriate non-verbal behavior and tone of voice. Responsive in follow-up.
- Demonstrates Influence: Gains acceptance from others of ideas and commitment to actions that support specific goals.

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### MINIMUM QUALIFICATIONS

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.
- **Transportation Requirement:** During the internship, interns are responsible for securing reliable transportation to and from their assigned office location and/or project site(s). Transportation expenses, including ride-share services (e.g., Uber, Lyft), are the responsibility of the intern and will not be reimbursed by McCownGordon Construction.

### 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.

Equal Opportunity Employer/Minorities/Females/Disabled/Veterans