

JOB DESCRIPTION

Estimating Engineer Intern

Position Title: Estimating Engineer Intern

Job Code: JC-10048

Reports To: VP, Talent Development

FLSA Status: Hourly

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POSITION SUMMARY

Learns from and assists Preconstruction Team with preconstruction, estimating and bidding processes. Learns the subcontractor market and gains exposure to the estimating process. Assists with quantity take off, drawing distribution, and subcontractor phone calls and meetings.

PRIMARY RESPONSIBILITIES

Pre-Construction

- Gains exposure to the pre-construction process by collaborating with 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.

Bid Analysis

- Helps review scope of work from project team or bid documents to analyze subcontractor bids/proposals for completeness.
- Works with Lead Estimator to set up bid tab sheets for the subcontractor bid process.
- Helps ensure that materials are available for the project and included in bids by coordinating with subcontractor market and suppliers.
- Helps follow up with subcontractors prior to bidding to determine whether they are participating in the bid and to answer questions.

Schedule

- Assists Project Managers by developing quantities so they can create an accurate project schedule.

Quantity Take Off

- Learns sound fundamentals on conducting a quantity survey by working with the Lead Estimator.
- Learns and uses company software for quantity survey and keeps up with proper organization of associated electronic files.
- Helps review the complete set of documents (i.e. plans, specifications, addenda) for items to be quantified.
- Works with VDC department to provide quantity surveys.

Cost Estimating

- Gains exposure to material costs by working with vendors and suppliers on self-performed items.

Bid Administration

- Assists with reviewing and posting addendum to documents.

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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.

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 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