

JOB DESCRIPTION

QAQC Intern

Position Title: QAQC 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 QAQC team and project teams with all aspects of construction quality management through exposure to numerous projects, construction means and methods, construction details, and building science principles. Builds skills in construction quality management principles and best practices, and assists with the administration of McCownGordon's Quality Management Program across the company's project portfolio.

PRIMARY RESPONSIBILITIES

Pre-construction

- Observes and assists QAQC team members with design phase constructability reviews of plans and specifications, providing feedback to design partners and McCownGordon pre-construction staff.

Meetings

- Attends and participates in pre-installation meetings for many scopes of work, as well as building enclosure coordination and concrete coordination meetings.
- Assists QAQC team members in preparation for pre-installation meetings for building enclosure scopes of work and other critical scopes by reviewing project specifications, submittals, shop drawings, and plans.
- Assists QAQC team members and project team by preparing for and participating in building enclosure coordination and concrete coordination meetings.
- Interacts with trade partners, design partners, owners, and McCownGordon project staff.
- Attends and contributes to bi-weekly QAQC team meetings.
- Attends monthly company superintendent, project manager, and construction engineer meetings.

Project QAQC support

- Regularly visits project sites with the project's assigned QAQC team member
 - Reviews mock-ups
 - Reviews work in place
 - Reviews work in progress
 - Participates in testing of installations and mock-ups
 - Communicates findings with McCownGordon project team and other stakeholders on site
 - Provides guidance regarding corrective work that is needed
 - Documents findings in Procore (inspections, observations, photos)
 - Leverages technology as needed to support the project (infrared thermography, drone imagery, etc.)
- On occasion, intern may be tasked with visiting a Kansas City area project site on behalf of the project's assigned QAQC team member for a specific purpose, supported remotely by that team member.
- Some overnight travel to projects throughout Kansas, Missouri, Texas, etc. with the projects assigned QAQC team member should be expected. Travel will typically be limited to one night per week or less.

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- Assists project staff by providing answers to questions related to quality that may arise. Performs research and provides documentation as needed to support answers.

Safety

- Exhibits safe conduct at all times.
- Adheres to all applicable safety protocols at all times.

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 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