

JOB DESCRIPTION

Safety Intern

Position Title: Safety Intern
Job Code: JC-10048
Reports To: VP, Talent Development
FLSA Status: Hourly
Prepared By: Christina VanNess
Date: August 5, 2026

POSITION SUMMARY

Assists with company-wide Health, Safety & Environment programs. Helps ensure government and company compliance and assists with the development and implementation of project-specific safety plans.

PRIMARY RESPONSIBILITIES

Field/Management Support

- Assists with weekly subcontractor and owner/architect meetings to remain involved in project progress and HSE matters, as appropriate.
- Helps to ensure government and company regulations are followed by associate and subcontractors by conducting job site inspections and addressing issues.
- Reviews documentation to ensure all required onsite records and reports are complete, accurate and submitted per established procedures.
- Assists with the development and implementation of job-specific safety plans. Schedules jobsite visits and safety audits to assist project teams in HSE success.

HSE Management

- Along with Safety Professional, accompanies safety, health and insurance inspectors on job site inspections if needed.
- Assists Safety Professional in the review of scopes of the work to ensure all possible areas of potential risk are addressed.
- Helps conduct work area inspections and assists in personal injury and property damage investigations.
- Assists the Safety Professional manage any claims submitted to ensure the claim is handled effectively by the insurance carrier to obtain the most favorable results for all parties involved.

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