

## Project Intern Job Description

Consigli Construction Co., Inc.

### Summary of Position:

The Internship position provides Project Management support for one or more projects.

### Primary Responsibilities:

- Assist Project Manager, the Assistant Project Manager and Project Superintendent with daily, weekly and monthly project activities consisting of, but not limited to, the following:
  - Requests for Information
  - Submittals
  - Document Control (changes, addenda, bulletins)
  - Pre-op Meetings
  - Subcontractor and Owner Meetings
  - Material Delivery Logs
  - Overall Project Administrative support
  - Punch list
  - Closeout documents

### Additional Responsibilities:

- Attend OSHA training, as deemed necessary
- Assist with material takeoffs/estimating
- Assist with schedule updates
- Assist with Cost Meeting prep
- Attend meetings and training sessions, as deemed necessary

### Core Competencies:

- Ability to learn Timberline PM Software
- Microsoft Office Utilization
- Basic understanding of Schedule software
- Basic understanding of scheduling principles and logic
- Developing knowledge and understanding of construction methods, materials and sequences
- Good written and oral communication skills, strong initiative, problem solving abilities

### Time Commitment:

- Project interns are expected to be at their jobsite from 8am to 5pm, with a one hour, unpaid break for lunch included. Commitment may vary depending upon the project.

### Dress Code:

- Consigli expects its entire staff to dress in a clean, neat, and appropriate manner during working hours. Men must wear a collared shirt. Women may wear dress slacks, skirts, or dresses. Skirts and dresses must be a length that is suitable for the office. All pants must at a minimum cover the knees.