Usual Working Title: Deputy Construction Manager Intern
Job Category: Technical
Title of Immediate Supervisor: Village Environmental Engineer
Normal Working Hours: 12 hours/week, flexible

Job Summary:
The Deputy Construction Manager Intern supports the construction management function of the Village Environmental Engineer relating to the design-build delivery of the new membrane bioreactor wastewater treatment plant.

Essential Functions:
The Deputy Construction Manager Intern will be performing one or more of the following tasks and other duties as required during the project:
- Reviewing project plans and specifications
- Reviewing equipment submittals
- Observation and documentation of the project
- Management of project schedule
- Tracking project budget and reviewing payout requests
- Coordinating Design-builder requests with Village
- Other duties as assigned

Additional Responsibilities:
- Compliance with OSHA Safety requirements

Working Conditions/Psychomotor Requirements:
- Outdoor construction site environment
- Must be able to work in adverse environmental conditions
- Must be able to lift and carry 50 pounds

Positions Directly Supervised:
- None

Minimum Qualifications:

Education/Training:
- High school diploma or equivalent.
- Having Enrolled or Having Completed a college level Construction Management or Construction Engineering program
Experience:
- No experience necessary
- Familiarity with construction management work preferable

Knowledge/Skills:
- Knowledge of basic means and methods of industrial construction
- Working knowledge of critical path scheduling methods
- Basic knowledge of project management

Abilities:
- Ability to function independently and be self-directed. Use of independent judgment, discretion, and initiative required.
- Must be able to relate well to the general public and work cooperatively and flexibly as a team member.
- Proficient in technical writing, MSWord, Excel, MS Project
- Ability to research technical information and communicate findings

Contact:
Dr. Thomas Marshall, P.E.
(614) 425-3629

This job description is intended to outline the significant job duties and requirements of this position. This document may not contain all of the duties/tasks currently performed nor anticipated to be performed by this position within the scope of its classification.

__________________________________________________________________________  __________
Employee                                                                                                     Date

__________________________________________________________________________  __________
Supervisor                                                                                                    Date

Revised – 3/21/2018