

# **VILLAGE OF GALENA DEPUTY CONSTRUCTION MANAGER INTERN JOB DESCRIPTION**

**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.*

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Employee

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Date

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Supervisor

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Date

Revised – 3/21/2018 tm

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