Production Co-op/Intern

Description

Kalkreuth Roofing and Sheet Metal, the nation’s 5th largest roofing contractor, is looking for a paid Production Co-op/Intern for the spring 2016 semester.

This student should be prepared to work in a fast-paced environment. Interns will work closely with the production team to manage the pre-construction and construction processes. They will finish the co-op/internship having gained broad experience in various aspects of production. Kalkreuth Roofing and Sheet Metal is interested in the student’s development, as well as giving the opportunity to work in a real business environment within the Construction Industry. This position will report to a full-time Project Manager in the Production group.

Responsibilities

Participants will perform the following:

- Assist in execution of contractor bid process.
- Complete project take-offs and cost estimates
- Manage and monitor approved projects
- Assist in weekly tasks and job meetings during capital projects
- Assist in the timely preparation and execution of equipment orders
- Assist in tracking equipment orders and scheduling deliveries in accordance with construction schedule
- Assist with project closeout (i.e. punch lists, as-builts, final invoicing, filing)
- Solicits and maintains communication with subcontractors and vendors
- Assist in the inspection of capital projects for compliance with specifications and quality control
- Assist in the review of proposed change orders and their validity
- Assist in the review of architecture plans for completeness and compliance with standards
- Participate in production meetings
- Complete specific assignments, as requested and/or required by the Co-op/Intern program of the college being attended
- Complete cumulative project (summary of internship accomplishments) and present to Executive Team or appropriate Managers
• Must be able to perform the essential functions of this position with reasonable accommodation

Requirements
• Must be currently enrolled in an undergraduate, graduate, or doctorate program. Proof of academic enrollment (current transcript) must accompany application.
• Maintain a professional appearance.
• Ability to conduct oneself professionally in a business setting
• Exhibit strong organizational, time management, and detail-oriented skills.
• Demonstrate excellent communication and interpersonal skills.
• Proficient in PC programs, including Microsoft Office.

Qualified applicants should send a resume to humanresources@krsm.net.