Job Title: Construction Management Intern
Reports to: PM, PA or Project Coordinator

GENERAL OVERVIEW
The Construction Management Intern: Tasks carried out in the architectural/engineering office include, maintaining project records, reviewing submittals, coordination of the preparation of change orders.

ROLES AND RESPONSIBILITIES
- Review contractor’s schedule of values.
- Review contractor applications for payment and make recommendations for approval or adjustments.
- The review and processing of contract changes and possible resulting change orders.
- Review all close out documents. Insure the client has received all operation manuals. Oversee the incorporation of contractor’s markups into the final set of documents. At the appropriate time recommend the approval all final payment and the approval of release of any retainage held.
- Develop and maintain spreadsheets and other business-related documents to serve as project and contract status, including RFI’s, ASI’s, CO’s, PR’s and FWO’s.
- Ability to work within a team as well as independently with little supervision.
- Review material test reports.
- Review product submittals for conformance to contract documents.

EDUCATION, EXPERIENCE, SKILLS AND LICENSING REQUIREMENT
- Working toward a degree in Construction Management is preferred.
- The ability to manage multiple priorities.
- Working knowledge of on Word, Excel, and Outlook calendaring.
- Must be well-organized, flexible, self-sufficient, and able to thrive in a fast-paced environment.
- Strong interpersonal skills, with ability to professionally interact with a diverse blend of personalities.
- Ability to review cost estimates is preferred.
- Interpersonal skills (e.g., listening, responsiveness).
- Ability to interpret construction drawings and specifications.

AUTHORITY
- Any authority may be delegated by the immediate supervisor.