Internal Operations Assistant Co-Op
Job Posting

About The Motz Group: For nearly 40 years, The Motz Group has been building fields and building futures. Our dedicated team is committed to leaving a lasting legacy with every sports field we create. We are high-performance turf specialists, focusing on field design, construction, removal, replacement, maintenance and management. Motz has made our name designing innovative and comprehensive performance-based sports field systems, tailored to the customer’s specific needs. We build fields from inception to completion with pride, professionalism, and the utmost integrity.

The Motz Group is a division of The Motz Corporation. The Motz Corporation houses three separate Business Units engaged in serving the natural and synthetic turf industry throughout the tri-state, nation, and internationally. The Motz Corporation team members are committed to championship quality, integrity, thinking like an owner, innovation and self enrichment. Candidates can look forward to a workplace culture centered on open communication, personal coaching, and tackling exciting challenges in a growth-oriented organization. As an organization, we are striving to double our size and triple the impact through expanding our teams and giving back to the communities in which we serve. As a Cincinnati Business Courier 2013, 2014 and 2015 Best Places to Work Finalist, our team members say a career at The Motz Corporation will energize, challenge, and reward!

Accountabilities Summary: The Internal Operations Intern is responsible for assisting in various types of project information management including documents, CAD drawings, along with project and material delivery schedules. This position will assist in the updating, filing, and retrieving field design and installation documentation. They will be responsible to maintain communication with the Internal Operations Manager, Project Estimator, Project Managers, Field Consultants and Site Superintendents as well as, works in cooperation with architects, engineers and graphic designers in the development of project drawings.

Key Activities:
- Assist with CAD drawings, plans, elevations, and section details from rough sketches, outlines, or oral instructions
- Accurately draw athletic fields based on industry standards, i.e. sport specific based on rules and regulations
- Complete record drawings based on on-site engineered changes provided by on-site personnel
- Communicate with design professionals, i.e. architects, engineers, and graphic designers, about project details
- Assist with all Project/Closeout documents/submittals and other job related filings as needed including paperwork for formal submission
- Assists with gathering information and developing pre-bid submissions and proposal packets.
- Assist in the coordination for all freight and delivery schedules for all materials, i.e. rubber, sand, turf, pipe, etc. being shipped to the job sites or shop.
- Strictly adhere to the corporate safety and drug-free workplace programs.
- Perform other duties as assigned by the Internal Operations Manager.

Reports To: Internal Operations Manager, The Motz Group
Employment Classification Level: Non-Exempt
Professional Qualifications:

- Two (2) years experience in Construction Project Administration/Logistics or education equivalency
- Working towards an Engineering of Industrial Management degree and/or related major
- Strong working knowledge of CAD systems, specifically AutoCAD software. Ability to focus and be attentive to detail
- Knowledge of office software capabilities such as Email, ComputerEase, Microsoft Word and Excel, and ability to conduct basic internet navigation activities

Personal Qualifications:

- Self-motivated and self-starting with a vision for growing the business
- Works effectively independently and within a team environment
- Ability to identify areas of improvement in processes and technology while being effective in leading teams through implementation
- Fits well in our culture of accountability, trust, and fairness
- Ability to quickly learn and acquire a thorough understanding of the athletic field construction business
- Strong verbal communication skills; articulate; able to build close relationships inside and outside of The Motz Group
- Work demands will typically require a 40 hour work week with additional hours required during high operational tempo periods
- Frequently required to sit, climb, balance, stoop, kneel, crouch or crawl
- Frequently exposed to fumes, dust, vibrations and will get “hands dirty”
- Occasionally exposed to extreme weather conditions at job sites
- Must lift or move up to 50 pounds frequently, and occasionally up to 75 pounds

Send Resumes to:  Rachael Wiley, HR Specialist, rwiley@themotzcorp.com