CONSTRUCTION MANAGEMENT INTERN

PostingID: 1040316
Company: Cosmopolitan
Position Type: Internship
College Major(s): Construction Management & Civil Engineering

Company Website: 
Work Location: Las Vegas, NV
Salary: 10/hr, 40hrs/week
College Level(s): Junior, Senior & Graduates

OVERVIEW

The Construction Management Intern position includes an understanding of process management and the ability and agility to perform work that is contracted through a variety of delivery methods that include: indefinite delivery indefinite quantity (IDIQ), Lump-Sum Contracting, Design/Build and Fast Track contracts. The Construction Management Intern accomplishes work primarily by means of subcontractors; however, you will have the capability of managing self-performed construction activities that benefit the project, manage task order type, and design/build projects.

PRIMARY JOB DUTIES:

- Assist Vice President of Construction with all aspects of project management from small jobs to projects of $100 Million
- Create, update and maintain a variety of project controls that track the status of: individual projects, changes to projects or task orders, RFI, shop drawings and submittal, matters involving quality controls, safety, financial performance, close-out and other aspects of the project(s) or task order(s).
- Work with subject matter experts to create, review and process shop drawings and other submittals that are required to document the construction process;
- Manage or support the change management process, by updating logs, routing source documents to vendors, obtaining pricing, developing estimates and proposals, writing change orders and other related activities;
- Manage or support the estimating process by performing quantity surveys various software and paper based processes that obtain and summarize scope and quantities of work;
- Establish, monitor, communicate and maintain project schedules utilizing contemporary scheduling software;
- Support the physical layout and acquire an understanding of the spatial relationships of the physical work: reviewing and coordinating architectural plans and shop drawings and other activities that allows the various elements of work to correctly fit together;
- Negotiate and/or support the process of negotiating contracts, subcontracts and purchase orders;
- Maintain and regularly produce reports utilizing Microsoft Project, Excel, and Power Point
- Proactively identify issues that could lead to problems and facilitate solutions;
• Provide timely and cordial interaction with supporting work groups, such as accounting, HR, ICS, etc.
• Participate in manage activities that are related to project closeout to ensure timely completion;
• Assist with the evaluation of projects for constructability and value-engineer cost savings;
• Participate in life-long learning opportunities and professional development.
• Participate in weekly staff meetings and industry networking functions.

Requirements:

QUALIFICATIONS:

Required:

• Junior or Senior in Engineering or Construction Management with a GPA of 3.5 or better
• A basic understanding of construction means and methods.
• Solid understanding/proficiency with spreadsheets, email and other software used in the construction industry.
• Basic working knowledge of civil, architectural, mechanical or electrical discipline.
• Good analytical skills and the ability to effectively use a variety of estimating, scheduling and reporting software tools.
• The ability to effectively communicate with management, subcontractors, customers and peer group.

APPLY AT

Contact Rico Ramirez at rico.ramirez@cosmopolitanlasvegas.com