PROJECT ENGINEER INTERN

Posting ID: IN18819446

Company Website: http://www.laytoncompanies.com/

Company: Layton Construction

Work Location: Sunrise Hospital Jobsite Trailers

Position Type: Part-Time

Salary: $16-20

College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE)

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior, Graduate Student, PhD. Student, Alumni

OVERVIEW

About Layton
- Layton Construction is a nationally-ranked commercial contractor with proven experience in virtually every industry, including health care, retail, hospitality, manufacturing, distribution, education, office, industrial, detention, tenant improvement and public facilities.

Job Location
- Layton General Construction Job site trailers located at Sunrise Hospital, just over 2 miles North of UNLV.

Job Description
- Paid Construction Management Intern for ground up and multiple interior renovation projects totaling $120M at the Sunrise Hospital. We are looking for a part time intern looking to work 20+ hours a week while pursuing a degree in a construction related field.

Roles and Responsibilities
- Ability to effectively communicate verbally and excellent time management skills.
- Assist with processing Request For Information inquiries from subcontractors (RFIs).
- Assist project team with additional needs as required.
- Coordinate Disruption Notices with respective Hospital Staff.
- Creating PDF documents such as maps or signage in Bluebeam.
- Help prepare submittals, meeting minutes, change orders, bid proposals, etc…
- Maintain drawings, specifications, and logs.
- May be tasked with using computer-assisted engineering software and equipment to perform engineering tasks.
- Previous industry internship/work experience a plus but is not mandatory.
- Work with project team to assist with project layout, construction drawing, document control...
and progress reporting.

**Education and Qualifications**
-Bachelor’s degree, or degree in progress, in Construction Management, Civil Engineering, Mechanical Engineering, Architecture or Construction Management.

**Preferred Skills**
-Must be proficient in basic Microsoft Office systems such as Excel, Word, Project, etc.
-Must be willing to learn Layton specific programs such as CMiC, Newforma, BIM360, Bluebeam and Primavera6 scheduling program.

**How to Apply**
Send your resume, current class schedule, relevant classes taken, and hour availability to [NCortazzo@LaytonConstruction.com](mailto:NCortazzo@LaytonConstruction.com) by October 12