PROJECT ENGINEER INTERNSHIP

Posting ID: IN19618343

Company: ISEC, Inc.

Position Type: Full-Time

College Major(s): Construction Management (CEM)

Company Website: https://www.isecinc.com/

Work Location: Las Vegas, NV

Salary: DOE

College Level(s): Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

OVERVIEW

Established in 1967, ISEC, Inc. is a leading national prime trades contractor for specialty building interiors and equipment. Their core values: commitment to customer, integrity, respect, safety, and teamwork are the cornerstone of their business. They provide innovative solutions to projects involving general trades, architectural woodwork, ornamental metals, doors, frames & hardware, specialties, laboratory furniture, and medical equipment. This diverse capability allows them to participate in a variety of complex commercial trade packages.

A $300 million a year business, they are an employee-owned company. Headquartered in Greenwood Village, CO, we have regional offices near Seattle, Portland, Sacramento, San Francisco, Phoenix and DC; as well as in San Diego, LA, Houston, San Antonio and Tampa. With over 1,200 construction professionals and craftsmen, they are a great place to grow your career.

ISEC is a tobacco/smoke/drug free company, an Equal Opportunity / Affirmative Action Employer and supports workplace diversity. Veterans and Disabled candidates are encouraged to apply.

Roles and Responsibilities
Duties & Responsibilities may include:

Operations
Review project specifications for shop drawings and submittal requirements. Prepare transmittals and QC shop drawings.

Review shop drawings when they are returned from general contractor or owner for compliance with estimates and scope of work. Discuss any changes with the Project Manager.

Prepare transmittals, submittals and release checklist in relation to releasing product for fabrication.
Assist Project Manager in preparing quotes for owner’s or general contractor’s request for changes. Obtain quotes from manufacturers and assemble all necessary information for labor estimate sheet, project bid record, and change order summary pricing.

Prepare operation and maintenance manuals, guarantees. Submit in accordance with specification requirements on each project.

Schedule and complete punch list with Project Manager when the job is substantially complete. Follow up with Field Supervisor to make sure the punch list is finished.

Assist PM with weekly project management documentation:
Room Status report
OIL (Outstanding Issues List)
Weekly staff meeting agenda

Pre-Construction

Estimate & take-off product using ISEC’s estimating application.

Participate in estimating kick-off, pre-bid, follow-up, review and debriefings meetings.

Complete Pre-bid pricing (vendor RFQS as well as in house pricing)

Communicate and coordinate with business development throughout the bidding/estimating process to support the sales strategy.

Manage material vendor and subs

Read and reference architectural drawings to identify scope

Support Purchasing Agent in buying out product/materials

**Education and Qualifications**
Construction Management or Engineering Degree

**Preferred Skills**

**How to Apply**
rszollweg@isecinc.com