



INTERNSHIP & CAREER SERVICES

HOWARD R. HUGHES COLLEGE OF ENGINEERING

Civil Engineering/Construction Management Internship Opportunity

Company: The Whiting-Turner Contracting Company

Company Website: www.whiting-turner.com

Job Title: Project Engineer & Field Engineer

Work Location: Las Vegas, Nevada

Position Type: Internship

Salary: Paid - TBD

Job Start/End: Summer 2016

College Level: Sophomores, Juniors & Seniors (graduating in Fall 2016)

OVERVIEW

Open to undergraduate students interested in gaining hands-on practical experience in the construction field. Qualified applicants will assist project team in acquiring and managing construction projects; assist in all phases of the process from bidding to final completion.

Role and Responsibilities

You will be learning the engineering and technical aspects of the project both in the field and in the office. Your experience will include some or all of the following:

- Quantity take-off
- Layout
- Preconstruction/As-built surveys
- Shop drawing review/approval and maintenance of log
- Submittal review/approval and maintenance of log
- Request for information (RFI) review/submission and maintenance of log
- Respond to subcontractor RFIs
- Interfacing with subcontractors & suppliers
- Attending weekly progress meetings
- Assist with coordinating the work between the owner, architect & subcontractors
- Assist during the bid process
- Assist with reviewing construction documents and specifications
- Assist with reviewing all document revisions & clarifications
- Assist with maintaining field record keeping
- Assist with estimates/budgets/value engineering/constructability surveys
- Assist with writing contracts & purchase orders
- Assist with preparing billings to owner & submitting change orders
- Assist with approval of invoices
- Assist with ordering & expediting materials
- Assist with scheduling & updates
- Assist with quality control & safety
- Assist with settling contracts
- Assist with permit process
- Assist with performing costing, scheduling, estimating & project management
- Punchlist & project closeout
- Cooperating & working with field project management
- And any other duties that may be assigned

Qualifications and Education Requirements

You should be familiar with the following software: Suretrak, Primavera, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, Microsoft Exchange, etc.

To Apply

Please contact Zachary Crane at 702-650-0700 or zachary.crane@whiting-turner.com if there are any questions.