

## Project Engineer Co-Op 2018

Summit Construction Company, LLC (SCC) is a construction management/general contracting company who specializes in commercial, industrial and multi-family construction. With over 100 years of combined business expertise, Summit Construction has emerged as a leader in the general construction management field developing the most talented and skilled staff in the industry. The employees of SCC all work together to not only meet the challenges of the changing landscape of the construction industry, but also the challenges of each individual client.

### Job Summary:

This position will provide real-world experiences both on construction sites and in the office setting. Co-ops will assist site project managers, superintendents, and estimating staff in all aspects of the construction process. The goal of this position is to provide a learning environment to help understand how projects come together, how to interact with clients, establish and maintain business relationships, and the importance of how teamwork within an organization leads to successful projects.

### Responsibilities/Qualifications:

- Willingness to support current staff with various tasks
- Willing to work in both an office setting as well as on project sites
- Eagerness to learn and self-motivated
- Assist site staff with:
  - Quality control
  - Coordination of contractors and daily work tasks
  - Coordination of deliveries of all materials
  - Project Controls Input (Schedule, daily reports, submittals, etc.)
  - Document Control
- Assist Office Staff with:
  - Project takeoff
  - Project estimating
  - Subcontractor and supplier solicitation
  - Document Control

*Please note: This is not an all-inclusive job description. Final duties/responsibilities will be determined based on applicants' experience and project needs/requirements.*

### Minimum Requirements:

- Pursuing a Bachelor's Degree in Civil Engineering or Construction Management
- Must have excellent communication skills – written and oral
- Strong organizational skills
- Must have reliable transportation
- Basic understanding of Microsoft Office and Acrobat Adobe
- Job requires physical abilities such as walking construction job sites, climbing ladders/stairs and working out in the elements.

**Please submit all resumes to the following email:**      [jconner@summitconstruction.com](mailto:jconner@summitconstruction.com)

\*SCC is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability status, veteran status, sexual orientation or gender identity.