



PROJECT ENGINEER CO-OP

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:

- 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.

Skills/Qualifications:

- Pursuing a bachelor's degree in Civil/Mechanical Engineering or Construction Engineering Technologies
- 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 and climbing ladders/stairs.

Why work at Summit Construction?

Summit Construction provides a positive, friendly, and supportive work environment. We highly value and respect work life balance, and the personal and professional development of all our employees. We demonstrate this through our community and family-like culture, career development opportunities, and compensation packages. People at Summit Construction are passionate about giving back to others and being a part of something bigger than themselves. Through our mission - to provide an excellent construction management experience while making a positive impact on communities - we ease the minds of our clients, and work together to reinvest in our neighborhoods.

Summit Construction is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to sex, race, color, national origin, age, religion, marital status, military service, sexual orientation, genetic information, gender identity, or any other characteristic or trait protected by federal, state, or local law.