



Project Engineer Co-op 2021

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/Mechanical 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 and climbing ladders/stairs.

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.