Co/Op Intern

Position Description: The Co/Op Intern position will be assigned to the field or business unit team and will assist in obtaining, evaluating and coordinating all information needed to construct and evaluate projects in accordance with the contract documents and to assure that the work meets all safety standards, is within schedule requirements, and is constructed to the highest level of quality possible. The Co/Op Intern in the performance of its duties shall be responsible for the protection and promotion of the interest of Turner and all matters.

Reports To: Project Engineer, BIM Engineer, Project Superintendent, or Estimating Engineer

Essential Duties & Responsibilities:
- Must be at least 16 years of age
- Must be willing to work at least a standard work week but no more than 40 hours per week.
- Demonstrated interpersonal skills including student leadership, volunteerism, or other community involvement
- Assume personal and professional responsibilities for actions and activities
- Enthusiastic, proactive, and eager to tackle new projects and ideas, flexible, adaptable and with attention to detail
- Able to work independently, with some oversight, and in team environment
- Exceptional organizational skills with ability to document and manage accurate and timely information
- Professional and clear verbal and written communication skills
- Computer data entry, database and MS Office skills, intermediate to advanced MS Excel skills
- Assist in obtaining, communicating, and reviewing information and approvals for processing of shop drawings, Requests for Information, product data and samples. Assist in the communication of this information across all levels of the project team.
- Assist in preparing estimates for changes in the work including review of Change Order requests from subcontractors.
- Study contract drawings, specifications and shop drawings to ensure proper coordination and installation.
- Assist in the maintenance and updating of contract documents, electronic web-based documents and project logs.
- Distribute information required for construction to appropriate parties.
- Assist engineering to ensure that materials and equipment are released for fabrication or manufacture in time to meet the construction schedule.
Assist in the preparation of final records for the project including close-out documents, Operations/Maintenance (OM) Manuals, etc.

Resolving issues related to plans and specifications, especially as it relates to the organization, use, management, and BIM model [updation], by interacting with architects, subcontractors, consultants, suppliers, inspectors, other Turner job staff and owner's representatives.

If assigned to another Business Unit department, will perform the requisite duties and responsibilities.

**Qualifications:**

Must be a current student with an interest in working toward a four year degree in Engineering, Business Administration, or Architecture or equivalent is preferred and has at least two (2) years of high school education, and a willingness to learn the basic knowledge of Building Construction. Capable of identifying problems and recommending corrective actions. Computer skills and familiarity with Microsoft Office suite programs, required. Will be required to obtain knowledge of general contract, subcontract documents, drawings and specifications. Must have good interpersonal and teamwork skills, desire to learn, ability to communicate well, both verbally and in writing. Should be proficient with computer applications as required to perform responsibilities.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is sometimes exposed to moving mechanical parts. The employee is occasionally exposed to airborne particles or caustic chemicals. The noise level in the work environment is usually moderate to very loud.

*May perform other duties as necessary or assigned.