Summary

Intern/Co-Op is a training position for students to learn project engineering duties. The purpose of this position is to provide comprehensive support to Project Engineers as they focus on assisting Project Managers and Superintendents in building current and new business.

This position pays $15.00 per hour. Company agrees to pay the difference between this pay rate and the program pay rate of $10.00 per hour.

Essential Functions

- Learn about managing the project budget by controlling expenditures, coordinating owner and subcontractor billings, identifying work not covered by subcontractor, and ensuring successful office support related to overall cost and schedule.
- Learn about Safety and Quality Control programs and how to coordinate actions to address problems.
- Learn about company procedures, the correspondence process and handling, etc. with the Office Manager in accordance with the Operations Manual.
- Learn how to review and process submittal data and shop drawings.
- Understand how to coordinate submittals, deliveries, etc. that affect the project schedule with the Superintendent.
- Monitor/review weekly and monthly status reports and weekly subcontractor meeting minutes, change orders, etc. to understand process.
- Understand change documents and change proposal requests for price review.
- May go with Project Engineer to meetings with architect and owner representatives to understand information required by owner, necessary progress reports and summaries, and how action plans from owner/architect meetings address all outstanding issues related to the project.
- Learn how changes, clarifications, directives, RFIs, etc. are updated on "as-built” plans and coordinated with company supervision and subcontractors/suppliers.
- Understand processing close-out documents.
- Learn how to maintain RFI logs, and change request log.

Embrace key BBC-wide initiatives, like Zero Harm, Sustainability, and core Values, and does one’s part to demonstrate relentless behaviors and embeds them into our culture.

Perform miscellaneous duties as assigned.

Essential Capabilities*

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<tr>
<th>Core Values</th>
<th>Band Specific</th>
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<tr>
<td>Focus on Excellence</td>
<td>Thinking Skills</td>
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<tr>
<td>Foster Teamwork &amp; Collaboration</td>
<td>Results Driven</td>
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<td>Respect &amp; Value Others</td>
<td>Establish Priorities</td>
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<td>Integrity</td>
<td>Interpersonal Sensitivity</td>
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<td>Customer Focus</td>
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<td>Mindful of Risk &amp; Safety</td>
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<td>Listen, Watch, Learn</td>
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<td>Functional Excellence</td>
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* For key definitions, refer to the Leadership Framework.
**Job Description**

**Intern/Co-op**

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**Working Conditions**
Most work occurs on construction sites in an office trailer or an existing structure. Due to daily condition changes on construction projects, when employees are outside of the office trailer or structure they must wear appropriate personal protective equipment as required by the company's safety policies and as required for weather conditions.

**Education, Experience and Knowledge**

- Currently enrolled in Construction Management, Engineering, or related education program; no experience required, prior internships or work experience helpful but not required.
- Able to develop new skills and knowledge quickly.
- Able to travel as needed to participate in training, seminars, task team meetings, etc.
- Demonstrate expanding knowledge of construction details about miscellaneous metals, casework, doors, specialties, radiation protection, etc.
- Strong computer skills including the ability to use word processing, spreadsheets, etc.
- Possess good self-organizational and management skills, and strong verbal and written communication skills.
- Act in a manner of integrity that shows support for the company, its values, and the employees, while maintaining constant focus on meeting/exceeding customer requirements and expectations.