



Construction Management Internship

Our internships provide a full submersion experience into the construction and general contracting industry. All interns are paired with a Lead Project Manager and Superintendent to gain experience in assisting with the administrative, financial, and technical management of construction projects. This includes all aspects of a project manager's and superintendent's day to day activities.

Duties and Responsibilities:

- Provide input as a team member on project cost, schedule, and the management of project documentation in conformance with company policy, standards, and goals
- Understand contract documents, drawings, specifications, change orders, and submittals
- Attend owner and subcontractor progress meetings with project team; develop and distribute meeting minutes
- Thoroughly understand project issues and priorities
- Observe site safety protocol and quality control measures
- Participate in monthly billing process and review of subcontractor invoicing
- Maintain checklist of project close out activities
- Work alongside field superintendent to gain understanding of construction sequencing, scheduling procedures, and material management.
- Foster and enhance business relationships with owners, design teams, and subcontractors to ensure future business opportunities

Requirements:

- Currently on management or engineering major/track
- Strong written and verbal communication abilities
- Proficiency in most general computer applications (i.e. Microsoft offices, Adobe, Outlook)
- Ability to read construction drawings (preferred)

Jeffrey Brown Contracting, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetic information.

Please email all resumes to Human Resources at HumanResources@jbc.bz and include 'Internship' in the subject line.