Job Title: Project Management Intern

Position Description: Assist in the management, evaluation, and assessment of information necessary to construct the project on time, within budget and to the quality specified by the contract documents.

Reports to: Assistant Project Manager, Trade Project Manager or Project Manager

Essential Duties & Responsibilities*:

- Reviewing and developing a comprehensive working knowledge and understanding of the contract documents (including Plaza’s contract, plans, specifications and applicable codes).
- Ensuring strict adherence to safety, ethics and compliance requirements at all times.
- Learning from team members how to identify issues related to plans and specifications.
- Assisting in the preparation of scope of work documents for trades.
- Learning how to determine that all contract drawings and specifications properly relate to the estimate.
- Assisting with the development of the project QA/QC guidelines.
- Reviewing submittals and shop drawings. Assessing their conformance to contract specifications.
- Reviewing Requests for Information (RFIs). Assessing their conformance to contract specifications.
- Reviewing and learning to interpret and understand reports and logs such as General Conditions Items, labor, safety, change order logs, permits, and quality control.
- Assisting in scheduling and logistics for subcontractor trade coordination meetings, preconstruction meetings and submittal review meetings.
- Assisting in management of information on changes in the work.
- Assisting in the preparation of requisitions and supporting back-up.

Qualifications: Undergraduate or graduate degree candidate. Formal engineering or architectural training, or equivalent building construction experience highly desirable. 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. Performance of the required duties will require physical ability to occasionally climb permanent and temporary stairs, climb ladders, negotiate work areas under construction, balance, stoop, kneel, crouch, or crawl. Occasionally requires passenger use of construction personnel hoists. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job regularly requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk, hear and stand. Employee must occasionally lift and/or move up to 75 pounds.

Work Environment: While performing the duties of this job, the employee may work on-site at the construction worksite where the employee is regularly exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in this work environment is usually moderate to very loud.

*May perform other duties as necessary or assigned.

PLAZA IS AN EQUAL OPPORTUNITY EMPLOYER