Job Title: Superintendent Intern

Position Description: Assists with the direction and coordination of the work of subcontractors and/or Plaza trade labor in the assigned areas.

Reports to: Assistant Superintendent or Superintendent

Essential Duties & Responsibilities*:

- Reviewing and developing knowledge of all contracts, subcontract documents, drawings and specifications, shop drawings, schedules, labor agreements and local codes.
- Learning about overseeing and making decisions related to the performance of work related to scheduling, delivery, logistics, quality control and trade employee staffing levels.
- Assisting in overseeing work among assigned trades to promote a coordinated project operation.
- Assisting in managing the site safety program as required and ensuring subcontractor compliance with Plaza standards and all applicable safety codes and regulations.
- Participating in QA/QC processes, including but not limited to all third-party special inspections.
- Learning about creating schedules, determining sequencing of work, and implementing recovery strategies to maintain project schedule.
- Assisting in communicating with trades, architects and engineers in connection with field issues. With direct supervision, investigating and resolving such issues.
- Assisting in supporting the project team with the billing process as it relates to work in place.
- Learning about the preparation of daily journals.
- Learning about managing the work to ensure that it is installed in compliance with and conforms to the approved contract documents.

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