



The PGC Internship Program provides college and university students the opportunity to gain supervised practical experience within the construction industry through meaningful, hands-on experiences. The primary goals for interns are to gain an understanding of the construction process and to assist the Superintendents and Project Managers in field, subcontractor and material management. Our interns will assume a wide variety of responsibilities during their time with the company that will serve as a curricular practical training and complement their academic program.

**Essential job functions will include:**

- Subcontractor Management and Supplier Coordination
- Material Tracking
- Document Control and Submittal review skills
- RFI Development
- Project Layout / surveying
- Daily reports- HCSS Software
- Quality control and support of our safety plan
- File Management
- Change Orders and Progress Reporting
- Construction Drawing and Take-off
- Verification of Field Conditions and Quality Control
- Attend project planning and WIP meetings

**Preferred qualifications:** To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong communication skills
- Work with others as a team player
- Computer software - Microsoft Office Suite, specifically Excel based templates, BlueBeam, Adobe and AutoCad
- The position may require the Intern to be assigned to a project with specific badging or other security requirements, which may require the Company, Owner, or third party to conduct a criminal or other background check
- OSHA 10 (minimum)
- Students must be enrolled in a college or university pursuing a Bachelor of Science in Civil Engineering, Civil Engineering Technology, Mechanical Engineering or Construction Management