



## Job Title: Project Engineer Intern

FLSA status: Non-Exempt  
Reports to: Project Manager



**Position Summary:** The position of Project Engineer is complementary to field engineering. The position is intended to introduce a variety of office activities that will develop your understanding of the paperwork aspect of the construction process. As a Project Engineer, you will be working with shop drawings, submittals, schedules, pay requests, contract changes, and other important aspects of project documentation. This position together with the project engineer's position is used as a part of the training leading to further advancement as a superintendent and/or project manager. Performing project engineering duties well and understanding the construction process are very important to your success, to the success of your projects and the success of Western Summit.

**Essential knowledge, skills and responsibilities:**

- ◆ Pursuing a Bachelor's Degree in Construction Management or Engineering
- ◆ Proficiency with using Microsoft Word, Excel, PowerPoint and Outlook
- ◆ Excellent verbal and written communication skills
- ◆ Excellent time management and organizational skills
- ◆ Ability to work with diverse workforce
- ◆ Ability to work independently

**Valued but not required knowledge, skills and experience:**

- ◆ Experience working in the construction industry
- ◆ Working knowledge of Primavera/Expedition Scheduling Software

**Physical demands and work environment:** Ability to lift a minimum of 50 pounds. Exposure to rain, sleet, snow, dust, mud, heat, sun, cold, noise and other conditions common to a construction site. Contractual obligations may require irregular hours, out of town work, overnight stays, weekends, and holidays.

**E-Verify Statement:** This employer participates in E-Verify.

**Equal Employment Opportunity:** Western Summit Constructors, Inc. is an equal opportunity and at will employer.