**Essential Functions:**

The Project Engineering Intern assists the Project team with various activities for onsite construction projects.

**Responsibilities:**

* Assist in the development and monitoring of project budgets. Collect and code project cost documents and continually monitor and update the budget to reflect changes in work
* Monitor of project schedules and review work schedules for improving work methods
* Oversee the timely submittal and completion of documentation required by the owner and agencies
* Prepare subcontractor and supplier agreements to be executed and prepare correspondence to document changes in work or costs
* Work with foreman and superintendents to monitor all activities to insure a safe and efficient working environment for crew, subcontractors and the public
* Promote good public relations with owners, subcontractors and the public
* Other duties and responsibilities as assigned by the Project Manager or his/her designee

**Qualifications:**

* Must be a current student in an engineering or construction related degree program
* Previous experience in construction industry a plus;
* Desire to work in Water/Wastewater industry upon graduation
* Working knowledge in Microsoft Office suite (such as Outlook, Word, Excel, PowerPoint, etc.) as well as the use of the internet
* Advanced AutoCAD, AutoCAD MEP and Revit software use required
* Must have good communications and analytical skills
* Must have excellent customer service and interpersonal skills
* Strong attention to detail
* Ability to manage multiple projects and work independently
* Ability to assess and quickly solve problems

**Working Conditions:**
100% of the time is spent on the project. Project Engineers must be able to work flexible hours and locations throughout the area and/or other cities/states.

**J.R. Filanc Construction Company, Inc. is proud to be a drug free workplace. J.R. Filanc Construction Company, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status or any other characteristic protected by applicable federal, state or local law.**

This job description is intendent to list the primary or “essential functions” of the job. It is not intended to be all inclusive. Other duties may be assigned by management.