



Job Title: Intern - Engineer
Reports To: Project Manager/Superintendent

Job Code: ON030
Level: 1
FLSA: Non-Exempt

Basic Job Functions:

Sundt is looking for committed engineering (Civil, Structural, and Mechanical) and construction management students within accredited universities/colleges. The internship will provide you with unique experiences on challenging projects throughout the US while providing you the opportunity to participate in several of the activities it takes to successfully build our projects. We're looking for the future leaders of our company and those who are inspired to go beyond the expected. Come internship with one of the best places to work, as voted on by our own employees and where our people make the difference.

Key Responsibilities:

1. Working as a manual laborer, helper, clerk or technician assistant, etc.
2. Assisting with surveying, testing, sample collection, drawing correction and filing.
3. Assisting with time keeping and cost control, inventory control, schedule checking, subcontractor monitoring.
4. Assisting with report preparation, safety inspections, submittal logging and processing.
5. Observing and reporting results of meeting and conducting site tours for visitors.
6. Preparing quantity take-offs, calling vendors and sub-contractors for proposals.
7. Attending bid openings, conferences, etc.; taking notes, making records, completing forms.
8. Assisting with project record keeping, preparing shop drawings, and assisting with cost control records.

Minimum Job Requirements:

1. Currently enrolled in a four-year Construction Management or Engineering program.
2. Eager to learn, immensely curious, full of questions, and ready to get their hands dirty.
3. A team player, ready and willing to take on whatever challenge is offered.
4. Prefer those who have interest in a construction career for a builder.
5. Proficient use of all Microsoft Office Suite programs.

Note: Job Description is subject to change at any time and may include other duties as assigned.

Physical Requirements:

1. Will sit, stand or walk short distances for up to the entire duration of a shift/work day.
2. Occasionally will climb stairs, ladders, etc.
3. Will lift, push or pull objects on an occasional basis
4. Required to use hands to grasp, lift, handle, carry or feel objects on a frequent basis
5. Must be able to comply with all safety standards and procedures
6. May reach above shoulder heights and below the waist on a frequent basis
7. May stoop, kneel, or bend, on an occasional basis
8. Ability to wear personal protective equipment is required (including but not limited to; steel toed shoes, gloves, safety glasses, hearing protection, hardhat, vest, etc.)

9. Will interact with people frequently during a shift/work day
10. May use telephone, computer system, email, or other electronic devices on a limited basis to communicate with internal and external customers or vendors

Equal Opportunity Employer Statement: Sundt Inc. is an Equal Opportunity Employer (EOE) that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to race, religion, sex, sexual orientation, gender identity, color, age, disability, national origin, covered veteran status, or genetic information. We recognize that diversity and inclusion is a driving force in the success of our company.