

## Intern- CM

### Summary

The purpose of this job description is to specify the duties of an Intern- CM at Tri-Hurst Construction. There are a wide range of activities in various categories that an Intern can perform; thus, we are specifically detailing what functions must be proficiently performed by an Intern-CM for Tri-Hurst Construction.

This is a full-time temporary position (3-4 months) geared as a help to the furtherance of the employee's career path goals.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Requirements listed herein are representative of the knowledge, skill and or ability required, but is in no way all inclusive.

- An intern must be between a Junior and Senior in high school or enrolled in a post-high school educational program.
- A desire to pursue a career in the construction industry.
- A working knowledge of Microsoft Excel, and Word.
- A strong work ethic and desire to learn.

### Essential Duties

- Assists Project Manager/Superintendent in managing ongoing projects.
- Drafts subcontracts and purchase orders.
- Assists in the submittal approval process
- Assists with daily jobsite documentation.
- Gathers and assembles project closeout documents.
- Assists in scheduling subcontractors and material delivery.
- Assist Estimator in assembling bids.
- Perform other duties as assigned.
- Practice good work habits.
- Perform all work with high quality workmanship.
- Follow instructions well.
- Readily help others; be a team player.
- Display a good attitude.
- Follow company policies.

### Guidelines

- This position has the authority to make decisions and create results within the scope outlined.

### Resources

- Consults with the assigned supervisor on at least a daily basis.
- Access to company issued computer and office equipment.

## **Accountability**

- Reports directly to the assigned supervisor.
- Participates in a pre-internship conference with the supervisor to establish goals to be accomplished during the internship.
- Participates in a personal performance evaluation interview at the end of the internship.
- Tri-Hurst policies and procedures are not to be shared with outside sources.

The following criteria will be used to ascertain if performance is up to par with expectations:

- Meets company expectations of selected skill level and Job Objectives.
- Has good work habits.
- Follows instructions well.
- Is a team player; readily helps others.
- Employee has a good attitude.
- Follows Company policies.
- Is on time and has good attendance.
- Has good safety habits and promotes job safety.

## **Consequences**

- Regular compensation is based on employee's skills, knowledge, aptitude and contribution to the productivity of the company combined with the need to remain competitive in the marketplace.
- Personal Initiative Program bonus payment on a quarterly basis is directly tied to individual and company financial performance.
- Potential to move into a permanent full-time position with Tri-Hurst Construction based on performance as an intern.
- Failure to comply with company policies and/or fulfill the expectations of this position will result in disciplinary measures outlined in the company progressive discipline policy.