Internship in the Construction Industry with Blach Construction

Seniors!
Interested in a career in construction management or the construction trades? Want to learn how buildings go from conception to blueprints to implementation? Want to learn more about how the new buildings in FUHSD’s schools are built?

Apply for a PAID summer internship with Blach Construction, one of the companies supporting the many construction projects for FUHSD. The job site will be at our district office and one or more of FUHSD’s high schools.

Interested students should
• read the job description below;
• be available Thursday, March 22 and Tuesday and March 27 after school for an interview;
• be able to join other interns at the Blach Intern Bootcamp from 12:00 pm on Friday, May 4 and all day on Saturday, May 5 in north San Jose;
• be available over the summer (dates to be determined) to work 40 hours per week;
• write an email “letter of interest”, update your resume, and send both to Tierney Siler, Human Resources Manager for Blach Construction at tierney.siler@blach.com by Friday, March 16 at 4:00 pm.
Project Engineer Intern Job Description

Position: Project Engineer Intern

Reports to: Project Manager

Summary of Position: As a key team member, the Project Engineer Intern is responsible for working with their Project Team/s to plan and coordinate the successful execution of required project documentation, as well as assist the Project Manager and Project Engineer to ensure that the quality, schedule and cost expectations of the project are achieved. The Project Engineer Intern will work with Architects, Consultants, Subcontractors, Clients, and Inspectors to resolve issues in a timely manner and in consideration of the interests of all concerned parties. As is generally expected of all Blach employees, the Project Engineer Intern will work under the guidance of Blach’s Core Values, provide excellent customer service to all parties involved in the successful execution of Company projects, and provide oversight of Company jobsite safety policies.

General Responsibilities:

Project Preparation and Set-up
- Review project drawings and specifications to learn all the components of the project/s you’re working on
- Collaborate with the Project Manager and Superintendent to conduct a review of project SWPPP requirements, permitting needs, and site logistics
- Collaborate with Project Team to prepare and distribute bid packages, maintain on-going communication with potential bidders and Project Team regarding bid status, and track and communicate bid results to bidders and the Project Team
- Collaborate with Project Team to calendar and prepare Agenda and reference documents for Subcontractor Pre-Bid Meetings & Job site visits
- Coordinate with the Project Assistant to order and distribute construction documents
- Create Visitor Sign-In Logs, Safety Orientation Binders, and coordinate with Superintendent & Safety Team to complete the Site Safety Binder for your projects
- Conduct Safety Orientations for all on-coming Subcontractor employees, maintain tracking log of participants, and issue dated stickers of completion for hard hats
- Work with Project Assistant to create files and binders as needed to store project records
- Create Submittal Register from project specifications and drawings

Project Construction
- Coordinate with Project Assistant to ensure receipt of executed Subcontract Agreements, required Certificates of Insurance, Payment & Performance Bonds, Certified Payroll, and Safety documentation as needed. Review tracking records of such documents at Team Meetings
- Coordinate with Project Assistant to ensure the distribution of required project information, such as pre-lien information, project directories, memos, and other forms of communications
- Collaborate with Project Manager and Project Engineer to issue, process, and distribute Potential Change Orders, Subcontract Change Orders and Prime Contract Change Orders as requested
- Review all incoming Requests for Information (RFIs) against Construction Documents and issue or answer accordingly
• Conduct a thorough review of all incoming Subcontractor submittals against the
  Construction Documents. Work with Subcontractors, if corrections are needed, and issue
  to Architect for review
• Create submittals for Blach self-perform work as required. To ensure Blach’s schedule is met,
  oversee approval process of submittals and coordinate with project Superintendent to track and
  prioritize submittals based on product lead time
• Coordinate with Project Assistant to create and compile various reports and information as
  needed for project meetings
• Take meeting minutes, process in Prolog, and distribute as required
• Take photos of the projects progression through the life of the project and archive electronically
• Work with Project Assistant to manage and order supplies (snacks, office supplies, safety
  orientation stickers, etc.) as required
• Work with Project Assistant to ensure appropriate archiving of project records
• Keep as-built record drawings and update with applicable RFI responses and ASI/IBs issued by
  the Architect
• Work with Blach’s Field Teams to resolve issues and address schedule concerns. Walk the site
  regularly and work with our project Superintendent to familiarize yourself with the coordination
  and progress of the trades
• Provide on-going support for Subcontractors, Architect, and Inspectors as needed
• Greet and assist all visitors to the site to ensure Blach visitor and safety policies are met
• Perform related work as apparent or assigned by the Project Manager or Project Engineer

Project Close-Out
• Create close out register from project specifications & drawings
• Coordinate with Project Assistant to complete close-out of projects by collecting all required
  close-out documents, creating binders and electronic records of close-out documents in
  preparation of turning them over to the Client
• File appropriate documentation to complete project close-out with DSA & SWPPP as requested
• Enter substantial completion dates in Prolog to prompt electronic issuances of Subcontractor
  surveys

General Requirements:
• Strong working knowledge of MS Office applications, including Outlook
• Strong verbal and written skills
• Strong attention to detail
• Strong organizational skills