



ENGINEERING INTERNSHIP/CO-OP PROGRAM

C. H. Nickerson & Co., Inc. offers Internship and Cooperative Education positions to students interested in seeking work experience with a general contractor for exposure to work related opportunities in the construction field. Positions are available at the main office as Assistant Project Engineers and at job site locations as Assistant Superintendents, Field Engineers and Office Assistants. Internship/Co-op programs conducted during the summer session consist of an approximate twelve week period of approximately 480 hours and during the fall and spring sessions consist of an approximate fourteen week period of approximately 560 hours.

ASSISTANT SUPERINTENDENT, FIELD & OFFICE ENGINEER DUTIES:

The internship/co-op will be under the supervision of a project manager and/or superintendent to assist at the construction site for the following duties:

- Layout of construction work for various trades in accordance with the project drawings and specifications. Knowledge in the use of standard construction and surveying equipment will be required.
- Coordination of contract drawings with shop drawings for proper dimensioning, elevations, product materials, etc. and provide that information to trade foremen.
- Maintain documentation at the construction site including as-built drawings, shop drawing files, schedules, photographs, changes in work, time sheets and other documentation that may be required.
- Assist the project superintendent with various office administration requirements including coordination of delivered material and communication with subcontractors and suppliers.

ASSISTANT PROJECT ENGINEER DUTIES:

The assistant project engineer will work under the supervision of the project manager and/or senior project engineer to assist with the following duties:

- Shop Drawings: Scheduling, coordinating and detailed review of submittals to meet the needs of the construction schedule and contract requirements. Maintain submittal logs with updated information.
- CPM Schedules: Assist in maintaining updated information for distribution to all project personnel. Review of scheduling needs to coordinate with shop drawing processing and material orders. May require periodic job site visits to review actual work in progress with project superintendent and subcontractors.
- Assist with processing requests for information (RFI's) to architect/engineer for prompt responses. Log information into databases and distribute to project personnel.
- General Correspondence: Maintain communication chain of correspondence with project personnel including owners, architect/engineers, suppliers and subcontractors.

BACKGROUND:

Must have good communication skills and educational background with an interest in the construction field. Use of a computer with Primavera, Expedition, AutoCAD, Excel and Word programs.