

Title: Construction Services Intern

Location: Gibsonia, PA

Hours of Work: 40 hours

Category: Internship

FLSA Status: Non-Exempt

Date Approved: 3/2016

Reports to (Supervises/Liaison): Project Manager

INTERNSHIP SUMMARY

The selected Intern will work in the Gibsonia office supporting the Project Manager with the tracking of submittals for materials, development of requests for information (RFI), post/track efforts on “as built” drawings, and taking notes at routine project meetings with construction team and client, as well as other duties as assigned which may include, depending on experience and education, management of sub-elements of the project.

NECESSARY SKILLS AND KNOWLEDGE

- Familiarity with plans and specifications as well as construction drawings.
- Experience with Microsoft Office suite of software programs (Outlook, Word, Excel) a definite plus.
- Interest in industrial/institutional construction
- Physically able to walk on uneven construction sites without assistance and perform duties while standing the majority of the workday.
- Ability to climb ladders and/or scaffolding to gain access to various elements of the project to include but not limited to the roof, roof support structure, and wall systems.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Eligible for participation in Goldbelt’s Career Development Program;
- Working towards a Vocational Certification, Associate’s, Bachelor’s, graduate degree in Construction Management, Engineering or Architecture major preferred
- Should be available to work on one of FSS’ current active construction projects. Possible locations are Pittsburgh, PA, Morgantown, WV, Richmond, VA
- Must be able to pass government background check required for access to the project site.

GENERAL INFORMATION:

1. Gibsonia, PA is a suburb of Pittsburgh, PA and located approx. 20 miles North of the city. Pittsburgh has all of the amenities of a large city (professional sports, cultural district, shopping and eateries) with a small town feel. Washington, DC is a short four (4) hour drive from Pittsburgh for a possible weekend trip.
2. FSS will assist the successful intern in identifying reasonable lodging within reasonable commuting distance of the office.
3. FSS will provide the successful intern with all appropriate project related health and safety equipment when presence on a construction project is required.
4. FSS will ensure the successful intern receives project required safety briefings prior to the start of work and any required updates during the internship.