



## JOB DESCRIPTION

### *Project Intern*

[Denark Construction](#) is a leading full-service construction management firm. Denark is committed to helping clients build distinctive projects by delivering the highest level of service and overall best value through "Superior Execution" in all aspects of the construction process.

#### **JOB SUMMARY:**

Assist on-site Superintendents and Project Managers with daily tasks as well as learning the overall fundamentals of the construction industry. Full-time position for Summer 2025 with competitive pay based on experience.

#### **ESSENTIAL DUTIES:**

- Develop productive relationships with project team and subcontractors.
- Assist in inventory deliveries to ensure quantities are correct.
- Assist Project Team in identifying potential problems and recommend solutions.
- Assist in managing job schedule, to include revising as needed.
- Assist in maintaining accurate records in project management software.
- Assist in managing day-to-day operations of project, to include scheduling subcontractors, reviewing drawings, and making sure deadlines are met.
- Assist in coordination of subcontractors to ensure the proper health & safety procedures are followed, as well as ensure quality control is adhered to and timelines are met.
- Organize project documentation to ensure the relevant documentation is available for meetings.
- Perform additional assignments per supervisor's direction.

#### **JOB REQUIREMENTS:**

##### **Education:**

Enrolled in a construction-related degree program from an accredited university, college, or trade school.

##### **Experience:**

Must possess excellent communication and interpersonal skills. Knowledge of and proficient with current computer software to include Microsoft Office and virtual design software.

##### **Physical Demand/Working Conditions:**

- Will *regularly*: stand; walk; balance, *occasionally while exposed to heights*; talk; and hear
- Will *frequently*: climb, *occasionally* while exposed to heights; reach with hands and arms, including overhead; use hands and arms to finger, handle, or feel objects, tools, or controls, occasionally in a repetitive motion for an extended period; work in various positions including, but not limited to, stooping, standing, bending over, sitting, kneeling, and squatting for an extended period.
- Will lift, carry, and lower from overhead objects that weigh up to 50 lbs.
- Will push and pull objects that weight up to 80 lbs.
- Will grip and hold in one hand an object that weights up to 40 lbs.
- Continuous exposure to outdoor elements.

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*This description is not intended to be all-inclusive; an employee will also perform other reasonably related responsibilities as assigned by management. The organization reserves the right to revise or change responsibilities. Also, to change the description, or working schedules, where appropriate and reasonable to accommodate individuals with disabilities. This description does not constitute a written or implied contract of employment.*

***EOE and Drug Free Workplace***