



Internship Position: Project Engineer Intern
Type of Position: Developmental
Organization Name: Suffolk Construction Company

Academic Majors: Engineering
T-Accessible: Various Bus Lines

Address: Project Sites – Boston, MA
**Start Date/
 Duration:**
Hours/ Days: 40 Hours per week (Summer Only)

Compensation: \$15.00/hour + Travel stipend

Organization Overview (mission, service areas, size, culture):

Suffolk Construction is one of the most successful privately held building contractors in the country, providing preconstruction, construction management, design-build, and general contracting services to clients in the healthcare, science and technology, education, federal government, and commercial sectors. Suffolk is based in Boston, Massachusetts and has a strong national presence with main offices throughout the Northeast, Southeast, and West Coast. Suffolk is committed to delivering its “build smart” approach to construction management on every project. The company’s project teams provide clients comprehensive planning services, innovative solutions and technologies, and proven processes, such as Building Information Modeling (BIM), to deliver the most complex building construction projects on schedule and on budget, with minimal risk. Suffolk is a community-conscious organization dedicated to environmentally friendly and sustainable business practices, and is committed to making a positive impact in its local communities through grassroots volunteer work, employee fundraising, and corporate giving. For more information, visit www.suffolk.com and/or follow Suffolk Northeast on [Facebook](#).

Internship Position Summary (please include any training provided):

The individual will gain insight into the Construction Management/Superintendent function. This position will provide valuable operations support to the Field staff in addition to learning the key components of a construction project. This position will assist with all day to day duties of building a construction project. The Field Operations Intern will also have access to the Project Management staff and gain exposure to that functional area as well. The Intern must be comfortable working with people and able to take directions and guidance from the leaders of the project.

Job Responsibilities (regular duties and special projects):

- Gain a basic understanding of the construction process, including the means and methods of various trades.
- Gain a basic knowledge and understanding of document control.
- Participate in project meetings.
- Assist in maintenance of project files.
- Gain experience reading and processing shop drawings and comparing them to project documents.

Qualifications (attitude, skills, abilities, knowledge, experience needed):

- Proficiency in the use of Microsoft PowerPoint, Excel and Word
- Ability to transform ideas and concepts that are written or communicated into a PowerPoint presentation
- Excellent written and oral communication skills
- Ability to perform detailed work with speed and accuracy