



Invites your interest for the position of

Construction Management Intern



THE OPPORTUNITY

The project that his position will contribute to is a \$22 million multi-story building, 0.5 megawatt solar-power system, regional bike/pedestrian trail, road and intersection improvements, and stormwater capture and treatment system. The expected project duration is 16 months and the position is expected to work 12 hours to 20 hours per week between the hours of 7:00am and 4:30pm Monday—Friday. The position pays \$16 to \$18 per hour based on the candidates qualifications and experience. More information about the San Elijo Joint Powers Authority and the project can be found on our website www.SEJPA.org

Job Functions

- ◆ **Assist Sr. Project Manager with engineering and construction-related tasks in delivery of SEJPA Capital Improvement Program**
- ◆ **Research plans, collect data, perform field investigations, and provide project management assistance**
- ◆ **Perform document control and file management duties**
- ◆ **Attend project meetings, record action items, and track items weekly to ensure resolution**
- ◆ **Assist with schedule and budget tracking**
- ◆ **Draft correspondence, provide project communication support, and public outreach assistance**

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Requirements and other Qualifications

- ◆ Understand and follow jobsite safety requirements
- ◆ Positive attitude, strong work ethic, and ability to thrive in a fast-paced environment
- ◆ Ability to work effectively as part of a high functioning team
- ◆ Knowledge of basic principles of civil engineering and ability to understand engineering plans and drawings
- ◆ Good communication skills
- ◆ Strong analytical and problem-solving skills
- ◆ Ability to work in office and field environment, including at a wastewater treatment facility
- ◆ Full-time college student pursuing an undergraduate degree or master's degree in Civil Engineering, Construction Management or similar preferred
- ◆ Proficiency in Bluebeam and Microsoft Office suite
- ◆ Valid driver's license is required



APPLICATION PROCESS

To apply for this opportunity, please visit www.sejpa.org to download an application. Please then send a cover letter, resumé, and signed application by email to Amy Chang at changa@sejpa.org. Questions regarding this opportunity, can also be sent by email to Amy Chang.

