SUMMER INTERN JOB DESCRIPTION  
Teichert Construction  

**Intern Summary:** The Summer Internship opportunity is available for a period of 8-12 weeks, dependent upon the applicant’s academic schedule, at the Teichert Corporation in the Construction Division. The internship is available to the student in one of the following 3 internal operational groups:

**Operational Groups and Job Descriptions:**

1. **Estimating Dept.**
   - Computerized quantity take-off on bid documents / change order documents
   - Pick up of bid docs / plans from various sources and submission of bid proposals on bid day
   - Attend pre-job walks and conferences
   - Participate in “bid reviews” and “bid closings”
   - Familiarization with Plans and Specs as they relate to each assigned project
   - Contributing role with respect to Bid and Project Start-Up
   - Contributing role with respect to Budget Updating and Strategic Pricing
   - Special project(s) or duties as assigned by the internship supervisor

2. **Project Management**
   - Review of the daily foreman diary with respect to activity description, production quantities and cost
   - Compile project information, docs, specs, budget info, submittal info etc and disseminate to the Specialty Superintendent or Field Foreman
   - With respect to RFI’s and Submittals – manage the document logs, process / submit / distribute RFI and Submittal responses
   - Visit jobsites for crew coordination, Owner / Contractor meetings, problem solving and Pre-task meetings
   - Special project(s) or duties as assigned by the internship supervisor

3. **Field Operations**
   - Review of the daily foreman diary with respect to crew makeup, pay rate scale, hours worked, production quantities and cost.
   - Assist Specialty Sup’t in procuring project information, misc materials and equipment required by the crew foreman
   - Assist Specialty Sup’t in the detailed planning of the work activities as well as 5 week look ahead planning
   - Perform crew productivity studies and crew safety reviews as well as “on the grade” crew interaction
   - Special project(s) or duties as assigned by the internship supervisor

**Physical Demands:** Interns occasionally may experience the following physical demands for extended periods of time:

- Viewing of computer monitor. Keyboarding; use of fingers to make small movements such as typing and mouse usage.
- Driving to job sites, offices or meeting sites. Position may require lifting of materials and equipment up to 10 lbs.
- May require walking on uneven ground, climbing, reaching, bending or stooping.

**Work Environment:**

- Jobsite / plant locations may contain dust, fumes, debris, medium to loud levels of noise and extreme weather conditions including excessive heat or cold and rain prevalent at times. Travel may be required to other locations or site facilities. Typical office environment with adequate temperatures and lighting, low levels of noise are provided.

- Internship are available at the following locations:

  - **Teichert Construction – Lincoln**
    - 4401 Duluth Ave
    - Rocklin, CA  95765

  - **Teichert Construction – Bay Area**
    - 7060 Koll Center Parkway – Ste 330
    - Pleasanton, CA 94566

  - **Teichert Construction – Woodland**
    - 24207 County Road 100A
    - Davis, CA  95616

  - **Teichert Construction – Fresno**
    - 5771 S. Toyota Ave
    - Fresno, CA  93725

  - **Teichert Construction – Stockton**
    - 265 Val Dervin Parkway
    - Stockton, CA  95206