



## JOB DESCRIPTION

### CONSTRUCTION MANAGEMENT INTERN

#### Introduction

Swalling General Contractors, LLC, is an Alaskan owned and staffed general contractor specializing in commercial construction for bridges, buildings, docks, and other heavy civil projects. Since 1947, the Swalling name has been synonymous with top-quality construction in Alaska. Swalling offers its clients construction management and general contracting services with an emphasis on collaborative project delivery methods. We draw from our unique wealth of experience to tackle complex challenges across the Last Frontier. Currently, Swalling is seeking qualified applicants for the position of Construction Management Intern.

#### Job Overview

The Construction Management Intern will work with all members of the company to provide support for a multitude of pre-construction and construction activities for commercial bridge/heavy civil and building projects. Activities may include: cost estimating, document coordination, design team collaboration, submittals review, interpretation of plans and specifications, communication with subcontractors, reporting daily activities, monitoring safety, procuring/managing materials, reviewing shop drawings, processing requests for information, expediting, and various other tasks. The Construction Management Intern will work under the direction of the Operations Manager and support project managers, superintendents, project engineers, and others.

#### Qualifications

Successful applicants will possess the desire to excel in the commercial construction industry in Alaska through leadership, mentorship, cooperation, hard work, and a commitment to excellence. Minimum requirements for this position include:

- ◆ High School Diploma, GED, or equivalent.
- ◆ Enrollment in a Construction Management degree program at an accredited college or university.
- ◆ Technical proficiency with MS Office (i.e., Word, Excel, etc.), email, and other software.
- ◆ Valid State of Alaska driver's license (or ability to obtain).
- ◆ Ability to pass a criminal background check and pre-employment and random drug tests.
- ◆ Ability to travel within Alaska, as required.
- ◆ Ability to maintain a positive "can do" attitude.

#### Summary of Benefits

This is a part-time (and flexible) hourly position with the potential for full-time employment for the right individual.

#### Applicant Instructions

To be considered for this position, please send an introductory email, proof of enrollment in a college or university construction management program, and a résumé that includes employment history, education/training, industry interests, and three references to: [jobs@sgcak.com](mailto:jobs@sgcak.com).

#### Application Deadline

Position open until filled.

**PLEASE NO PHONE CALLS.**

*Swalling is an equal opportunity employer. To learn more, please visit [www.sgcak.com/jobs](http://www.sgcak.com/jobs).*