



Warfel Construction is looking for motivated, enthusiastic **Summer Interns** to join our project teams in making a difference to our Clients! We have positions available in all three of our locations: East Petersburg, PA, Paoli, PA, and Winchester, VA. Our Summer Interns have the rare opportunity to spend the majority of their summer contributing to a live construction project.

In addition to their main responsibilities, all summer interns will participate in a rotational opportunity that provides them with exposure to other aspects of construction. Each intern will spend a period of time with our Estimating / Preconstruction team and our Virtual Design and Construction (VDC) team, learning how each role and department help to provide a quality experience to our Clients.

Your role as a summer intern will help prepare you for your future career in Construction – as a Project Manager or a Superintendent; the possibilities at Warfel are endless.

Job responsibilities may include, but are not limited to, the following:

- Reports to jobsite as scheduled with team, performing duties as requested by project Superintendent, Project Manager, and Project Engineer. May work closely with a Field Engineer.
- Checks deliveries, reviews quality of installations, assists with scheduling, assists with detail questions, and updates contract documents.
- Prepares RFI's to the architect/engineer with input from the subcontractors and team. Enters RFIs in Procore Construction Software per entry instructions
- Prepares submittals to send out to the architect/engineer (reviews them for compliance with the specifications) in Procore for review and approval of material. May also review and send returned submittals to subcontractors.
- Updates submittal log in Procore, to keep accurate and current records.
- Updates drawing sets and contract documents with new drawings or other information.
- Prepares meeting minutes (subcontractor and pre-installation).
- Assists team with cope sheets and subcontracts and purchase orders.
- Supervises the activity of vendors for adherence to delivery dates and completion of field activities.
- Prepares Operations & Maintenance (O&M) manuals and requests and follows up for information needed from subcontractors.
- Prepares notes/memos to subcontractors for various reasons, i.e., confirm phone conversations, request information, verify delivery dates, etc.
- Participate in the rotational internship assignment, where you will interact and work with Estimating / Preconstruction and VDC
- Research and complete the assigned research project. Each intern will be assigned a construction-specific challenge that they will be responsible for researching and recommending solutions. Each intern will present to a select group of Warfel team members at the end of their summer.



QUALIFICATIONS:

- Must be pursuing a four-year degree, majoring in engineering, construction management, architecture, or a similar program.
- Needs to be a motivated, self-driven, and passionate team member
- Excellent written and verbal communication skills
- Solid organizational skills, including attention to detail and multitasking.

Competitive pay and benefits offered. Warfel Construction Company is an equal opportunity employer.