Downloaded from <https://www.velvetjobs.com/job-descriptions/construction-intern>

# Example of Construction Intern Job Description

Our company is growing rapidly and is looking to fill the role of construction intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for construction intern

* Reviews all policies and procedures within assigned department
* Understand compliance requirements for our operations to meet federal and state regulations including MSHA and OSHA
* Assist in legal review, risk review, implementation and budgeting of Network Real Estate and Construction contracts
* Assist in developing written process documents
* Assist in developing project analyses with National Construction Services on a daily basis
* Assist in department Right of Way budgeting and invoicing
* Perform routine Network Services administrative duties relating to Network Real Estate and Contract Administration
* Work directly with the FDC design engineers and Facility Utility Owners to complete
* Work as a project manager trainee
* Work with current bidding software

## Qualifications for construction intern

* Currently in pursuit of Bachelor’s degree in Civil Engineering or other related field required
* A university student that has more than one year of school remaining before earning a degree preferred, these students typically are Freshmen, Sophomores, or Juniors in university
* Junior or Senior year required
* Must be able to work in Ocean/Atlantic/Cape May County, NJ
* The selected candidate must be enrolled (planning to enroll) in a college degree program for the 2017-2018 school year
* Ability to write reports and analyze raw data