**THE GEIS CONSTRUCTION COMPANY**

The Geis Construction Company is excited to announce that the company has been awarded a

$28 million dollar contract for a Cement Distribution Terminal project in Bronx, NY. The product will be received by ocean-going vessels, pneumatically conveyed at 700 MTPH to a 42,000 MT storage warehouse, manually reclaimed cement by front end loaders feeding a pneumatic transport system to (3) 500 MT day bins and shipped via road-going trucks. Facility throughput is anticipated to be approximately 500,000 MTPY. This project will start in August 2017 and has to be completed by April 2018. We are currently looking for Field Engineer Interns for the 2017 construction season. These positions may turn into multi-year positions or fulltime employment depending on applicant’s work experience.

**Position Title:** Field Engineer Intern **Reports to:** Project Superintendent General Purpose

The Field Engineer Intern provides various administrative support functions for assigned job sites. This position is

responsible for reporting employee hours to Payroll and assisting in preparation / distribution of job cost information on a daily basis as well as other job site related support tasks as necessary to facilitate work in the field.

**Main Job Tasks & Responsibilities**

• Understands daily field reports, cost codes and owner’s tracking processes

• Support daily functions of assigned Project Manager and Superintendent

• Meets deadlines both internally and externally

• Reports employee hours worked to Payroll on a weekly basis

• Inputs data of employee hours in to necessary spreadsheets

• Tracks daily quantities reported by field foreman

• Assist field foremen with daily reporting of crew activities

• Tracks and reports equipment and craft hours to appropriate personnel

• Updates equipment lists and other spreadsheets as needed

• Files appropriate materials in Job Files daily

• Maintains positive relationships both publicly and professionally

• Presents professional behavior and appearance

• Other tasks as assigned

**Skills & Requirements**

• Strong written and verbal communication skills

• Strong organizational and prioritization skills

• Will be required to be in the field 50% of time and 50% in the office on daily basis

• Ability to multi task

• Detail oriented and flexible

• Proficient with Microsoft Excel and other site specific software applications

• Ability to maintain focus and concentration in a busy and noisy environment

• Demonstrates respect for coworkers and customers

**Education & Experience**

• College Student currently studying Engineering, Construction Management or Similar

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel. The

employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.