



Facilities & Planning

Construction Management Internship

Dates: Summer, 2023

- 12 – 16 week term internship.
- Minimum of 20 hours, maximum of 40 hours per week based on school schedule.

Essential Duties

- Assist in creating the outline, collecting and documenting project management best practices for CZA properties.
- Facilitate RFP/RFQ process for various contracted work on CZA grounds.
- Assist with project management support for small improvement projects for the water park and zoo to include RFI support, submittal review, pay application review, budget tracking and reporting, and schedule development and reporting.
- Review existing conditions and aid in determining best course of action for various facility repairs.
- Complete a construction management project to be determined between Intern and VP of Facilities and Planning.

Requirements

- 3.0 or above accumulative grade point average on a 4.0 scale.
- Ability to be self-motivated, work independently and effectively manage time.
- Excellent organizational and writing skills.
- Experience with computers. Familiarity with Microsoft Office suite, ProCore and estimating software. Bluebeam Revu software will be used for design document support.
- Ability to commit to 20-40 hours a week for 12 to 16 weeks.
- Subject to BMV check.
- Subject to Criminal Background check.
- Subject to Drug Free Workplace Policy.

