



POSITION ANNOUNCEMENT

Project Management Internship ***Deadline for Application: February 11, 2021***

Cooperative Educational Service Agency 10 (CESA 10) is looking for up to two (2) individuals to work 20-40 hours per week as a Project Management Intern. The internship will cover a broad scope of work that will provide a great opportunity to learn about the industry while working with CESA 10's Project Managers and Facility Consultants. Travel is required as part of this position and a valid driver's license is required. CESA 10 is based in Chippewa Falls and works with school districts across the entire state of Wisconsin. The intern will gain general knowledge of project planning, auditing, and construction working with Wisconsin School Districts and industry leaders.

Job duties may include the following:

- Conduct construction site visits and monitor progress
- Attend meetings with project team and deliver updates
- Verify construction installation to specification
- Utilize construction software
- Assist in facility audits
- Assist with cost estimating and project development planning
- Documentation management
- Collect daily reports and other required documents from contractors
- Daily progress documentation/Photos on plangrid software
- Submittal review, submittal organization and entry within the system
- Spot check contractor's daily safety planning (JHA and weekly toolbox talks)
- Gather 3-week look ahead schedules from contractors
- Conduct safety audits
- Validate materials delivered to site are in accordance with the specifications and approved submittals
- Participate in/Document meeting minutes and occasionally lead
- Pre-construction/Pre-install meetings
- Weekly foreman meetings
- Weekly progress meetings
- Process change order requests/Gather and evaluate cost and schedule proposals
- Oversee/Track T&M work orders
- Perform light labor such as site clean up
- Occasionally serve as CESA point of contact during irregular work hours, early morning, late evening, or weekend work
- Review pay requests for % complete status
- Coordinate, arrange, and oversee on site material testing

Preferred candidates should be enrolled in a Construction Management or an Engineering degree program, however, candidates enrolled in a similar degree program will be considered.

The rate of pay for this position is based on experience and qualifications (\$15-\$25/hour). Desired start date is February 22, 2021. This is a limited-term position (March-September) with the possibility of continued part-time employment.

Application Instructions: Email a resume and cover letter to lmcmahon@cesa10.k12.wi.us.

Questions may be directed to Lance Gregorich, lgregorich@cesa10.k12.wi.us or 715-720-2046.

It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.