

# JOHNSON WESTERN GUNITE COMPANY

940 DOOLITTLE DRIVE, SAN LEANDRO, CALIFORNIA 94577-1021



## STUDENT INTERNSHIP PROGRAM

### Estimating

The intern is assigned to assist an estimator for the entire duration of a job bidding process.

TASKS	SKILLS
Work with a specific estimator on an estimate (from project selection, bid walks, through bid, to post bid review)	Complete a take-off of a project timely and accurately
Review drawings of selected project to understand what is being estimated	Apply knowledge of construction methods and logic in preparation of bids
Complete take-off, send out for material quotes, locate production rates, develop initial work breakdown structure	
Discuss proposed construction methods with estimator	
Review and complete a set of bid documents with estimator	
Submit request for information (RFIs)	
Work with estimator on bid day, follow up on bids	

### Project Management

The intern is assigned to assist a project manager for on existing projects.

TASKS	SKILLS
Review plans and specifications for assigned project	Read and comprehend drawings and specifications
Develop and review submittals	Calculate material quantities
Generate project drawings, assist in updating as-builts	Develop and prepare project documents such as RFIs, Change Orders, Billings, etc.
Submit request for information (RFIs)	
Issue purchase orders and subcontract after review by Project Manager	
Walk projects and document photos with Project Manager	
Prepare Change Orders	
Prepare billings for project	
Attend weekly meetings with other project managers and superintendents	

### Field Construction

The intern is assigned to shadow superintendents at project sites.

TASKS	SKILLS
Review drawings to develop an understanding of what is being built	Review project drawings, specifications & submittals to ensure correct construction method and quality
Attend three week rolling scheduling meetings with Project Superintendent and Project Managers	Demonstrate a knowledge of the method required for completing one construction activity
Discuss with the Super the methods to be used for the upcoming tasks	Take photos and videos for documentation of work
Review the estimated production required to make budget for upcoming tasks	Conduct field measurement on the jobsite
Monitor Production on completed or on-going tasks and participate in review of corrections	
Choose one task, review the drawings in detail, and assist in the layout, planning and ordering of materials	