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(NOTE: Not in any particular order and will not necessarily complete all actions each term. This is a goal!!)

One term you will work in our *Estimating Department*. Here you will: Learn the Construction Specifications Institute Master Format divisions and sections and how it relates to the Construction Industry  Learn how to read and interpret project specifications, contract requirements, and how to prepare for a bid  Learn how to read contract drawings and understand symbols and legends  Perform subcontractor soliciting  Perform quantity takeoffs  Learn and utilize Quest estimating software  Become familiar with labor costs and analyze labor for specific tasks  Receive and evaluate suppliers and subcontractor's proposals  Participate in bid review  Assist in preparation of bid package.

Another term you will work with *Project Management Team*. Here you will: Learn to maintain project files, current drawings, and production records  Read and interpret plans and specifications  Estimate material needs for purchasing  Write purchase orders. Expedite material deliveries  Learn inventory control  Assist with invoice approval process  Learn aspects of jobsite safety.

Another term you will work with *Field Management*. This team is actually on site at a job. In the field, you will: Assist with value engineering on the project  Prepare scopes of work for subcontractors  Understand budgets and budgeting  Negotiate prices and services  Assist with subcontract preparation  Assist with the management of subcontractors  Review and prepare submittal documents  Correspond and communicate with vendors, subcontractors, owners, engineers, internal office staff, and field personnel  Assist with analyzing, procuring, and tracking construction equipment  Assist with project schedule (CPM)  Assist field personnel with technical matters.