



# INTERNSHIP & CAREER SERVICES

HOWARD R. HUGHES COLLEGE OF ENGINEERING

## CONTRI CONSTRUCTION JOB OPPORTUNITY

**Posting ID:**

**Company:** Contri Construction

**Website:** [www.contriconstruction.com](http://www.contriconstruction.com)

**Job Title:** Entry Level Proj. Eng.

**Work Location:** Las Vegas

**Position Type:** Full-Time

**Salary:** DOE

**College Major(s):** CEM

**College Level(s):** Seniors, Graduates

### OVERVIEW

**Contri Construction Company is a Nevada based contractor with over 45 years of Heavy Civil construction experience. We would like a student for this position!**

### Roles and Responsibilities

Assist in the maintenance of basic project recordkeeping and correspondence including submittals, daily reports, photographs, and requests for information; perform basic engineering calculations and technical drafting to support field operations; assist project managers to gather and prepare data for submittal or transmittal to the customer, vendors, subcontractors, governmental agencies, and internal use; assist in preparation of purchase orders and subcontracts; perform material takeoffs from drawings, specifications and other contract documents; assist in the preparation and submission of estimates and bids; assist in schedule maintenance and performing updates as directed by others; assist in generating change orders and as-built data to be reviewed by the project manager; assist in the preparation of Job Hazard Analysis; participate in jobsite safety reviews, toolbox meetings, and safety training; order and schedule material deliveries; plan, schedule and coordinate subcontractors on the jobsite; provide field support and supervise subcontractor operations.

### Qualifications and Education Requirements

Undergraduate degree in Civil Engineering or Construction Management; Working knowledge of computers and experience with Microsoft Word, Excel and AutoCAD; Strong organizational and time management skills; Strong written and verbal communications skills; Ability to read and interpret construction drawings and specifications; Good attention to detail, with the ability to recognize discrepancies; Strong work ethic; The ability to work independently as well as part of a team; 0-2 years of related professional experience in the construction field.

### To Apply:

**Tommy Caviglia at: [tcaviglia@contriNV.com](mailto:tcaviglia@contriNV.com)**