



2811 Hydraulic Road  
Charlottesville, VA 22901  
p | 434.973.1321  
relee.build

***PIONEERING. HONORABLE. PROFESSIONAL.***

## **Intern**

Location: Charlottesville, Virginia

<http://cvillechamber.com/about-cville/>

Would you like to take the first steps towards a career in construction, learning from a knowledgeable and dynamic team? Are you a collaborative and positive individual with strong communication skills? Our family of companies' is dedicated to the whole life cycle of a building and support our client's vision by constructing buildings that enhance our community. Our team members are ***Pioneering. Honorable. Professional.*** You will experience a forward-looking, *Safety for Life* culture which recognizes the whole person and supports your success. To learn more, visit our [website](#).

As part of the R. E. Lee & Son Internship Program, your most important responsibility is to learn. You are expected to ask thoughtful questions, be willing to take on new tasks and demonstrate that you are driven to go the extra mile.

In the Office, you will:

- Read, Understand and Interpret Building Plans
- Understand Key Construction Documents including Geotech Report, Drawings and Specifications, Submittals, RFI's, Field Reports / Inspection Reports, Punchlists / Deficiency Logs, and Contractor's Daily Reports
- Document Control
- Miscellaneous Tracking Logs - Caissons, Undercut, Concrete Pours, Inspections, etc.
- Digital Filing Protocol - Structure, Nomenclature, etc.
- Assist Team with Submission of Submittals and Shop Drawings
- Current / Updated Drawing Set and Drawing Log
- Submittal and RFI Assistance
- Build and Update Accurate Material Delivery Log

In the Field, you will:

- Basic Safety Requirements, Practices, and Use of PPE
- Assist with Safety Audits
- Jobsite Dynamics
- Understand Tool Basics, and How to Use Standard Carpenter Tools
- Assist Superintendent with Planning and Scheduling (3 week look ahead)
- Become Familiar with Other Trades on Site, including Their Scopes and Sequencing

- Work with or Observe Trades Performing Different Tasks – Finishes Installs, HVAC Installs etc.
- Perform Basic Jobsite Progress Audits using Procore
- Perform Certain Job Tasks with Little or No Supervision
- Understand Working Drawings as well as Shop Drawings

### **Job Requirements**

- At least 18 years of age.
- Enrolled in higher education program.
- Demonstrate strong and consistent written and oral communication skills. Able to ask thoughtful questions and take a collaborative approach to problem solving.
- Organization and attention to detail. Ability to establish an effective personal organization system.
- Dependable and punctual for all work-related commitments.
- Demonstrate a learning orientation. Willing to pursue related educational and training opportunities with intellectual curiosity for job performance improvement on an on-going basis.
- Proficient with Microsoft Office 365 and Microsoft Project, and experience or ability to learn industry specific tools such as Procore. Ability to achieve proficiency with new technology solutions.
- Ability to maintain a positive attitude, professional demeanor and perform well under project constraints and deadlines.
- Commitment to high ethical standards and sound business practices, upholding the core values of pioneering, honorable, professional in their personal presentation, leadership, communications, and actions.
- Demonstrate a strong safety focus; belief that the safety and health of all employees is not just about compliance, but about ensuring that everyone makes it home safely every day. Has knowledge to identify general safety hazards anticipated for the scope of work they are managing and ensure that subcontractors are aligned with our *Safety for Life* culture.

*R. E. Lee Companies is an equal opportunity employer. R. E. Lee Companies does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran, or disability status.*