**Position Overview**

The goals of the internship are to 1) educate the intern on the essential functions of the Construction Department in homebuilding, 2) provide the intern with practical experience in the home building industry, and 3) assist the Construction Departments in accomplishing department goals and objectives.

**Job Qualifications**

The ideal candidate will have a background or field of study in construction or a related industry. An understanding of residential construction techniques and scheduling is important in this role. The candidate should have the ability to balance multiple tasks at one time and hit deadlines without compromising results or productivity. Skills in Microsoft Office (especially Excel) are a plus, as well as the ability to learn scheduling software. The candidate will need analytical and critical thinking skills. The candidate should have a positive approach and be a problem-solver, focused on finding solutions, and should be comfortable. The ideal candidate will possess interpersonal and communications skills with various personality types, as well as the ability to write professional memos and letters.

**Essential Job Functions**

The intern will be responsible for completing the following tasks, along with other associated tasks as assigned:

- Prepare a home for a QC walk
- QC a home
- Prepare a home for a Home Owner Walk
- Work with the Superintendent to schedule and monitor progress on a home through Build Pro
- Observe a design appointment
- Complete in-line quality inspections on homes under production
- Participate in weekly communication with the sales team
- Maintain a clean jobsite
- Ensure safe jobsite practices from trade partners

**NOTE:** This job description is not intended to be all-inclusive. Intern may need to perform other related duties to meet the ongoing needs of the organization.