



<b>JOB TITLE:</b>	<b>INTERN</b>
<b>DEPARTMENT:</b>	Construction/Irrigation
<b>REPORTS TO:</b>	Project Superintendent
<b>JOB CLASS:</b>	Non-Exempt
<b>EEO CODE:</b>	8
<b>DATE:</b>	January 2016

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### **JOB SUMMARY**

Performs a variety of assigned routine manual and administrative tasks. Performs any combination of duties on a construction or irrigation project, usually working in utility capacity, by transferring from one task to another to develop a broad understanding of golf course or recreational construction and irrigation development projects. Works alongside work crews and supervisory staff and with limited supervision.

### **ESSENTIAL JOB FUNCTIONS**

1. Works with various earth materials using hand tools such as rakes, shovels, picks, hand saws, wheel barrels, axes and other tools which may be required.
2. Hauls topsoil, greens mix, gravel and sand, grass seed and sod to work area.
3. Installs topsoil, greens mix, gravel and sand, grass seed and sod in prepped work areas.
4. Digs holes and trenches to install drainage and other materials.
5. Lifts, carries and holds materials, tools, and supplies.
6. Cleans up tools, equipment, materials, and work areas.
7. May spend time on one task or may be transferred from task to task as the project progresses to completion.
8. May drive or operate mechanized equipment on a limited basis.
9. Assists in maintaining project records such as delivery tickets, purchase orders and safety meeting rosters; may assist or be responsible for creating as-built drawings.
10. Assists with project management activities such as processing new hires and payroll, maintaining project schedule, coordinating subcontractors, and participating in project meetings.
11. Reports potential problems with materials, equipment, employees, workmanship, schedule or safety to the Assistant Superintendent and/or Superintendent.
12. Performs work in a safe manner and in compliance with all Company safety standards and the direction of supervisors.
13. Demonstrates a commitment to the work and success of the project and the Company by being solution-oriented, having positive interactions with all members of the team, and meeting quality, production and safety expectations set by the supervisor or Superintendent
14. Performs additional assignments per supervisor's directions.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.



1. Must maintain a professional appearance consistent with the position.
2. Ability to use the following equipment and tools: shovels, rakes, saws/blades and soil compactors.
3. Ability to move individual tools and equipment weighing up to 100 pounds.
4. Knowledge and ability to use a computer and software such as MS Outlook, Excel, and Project.
5. Ability to walk entire job site and stand or walk for long periods.
6. Ability to understand and follow basic verbal instructions to meet quality and accuracy standards and to communicate effectively with team member and supervisors.
7. Ability to perform tasks involving dexterous use of hands and tools and to lift, carry and operate various pieces of hand-held equipment.
8. Ability to use arms and hands to reach for, handle and manipulate objects; must be able to stoop, kneel, crouch and crawl.
9. Ability and willingness to follow all Company policies as outlined in the Employee Handbook and Safety Manual.
10. Demonstrates a sense of ownership in the work and commitment to the success of the project and the Company.
11. Ability to work cooperatively with fellow employees and supervisors and respect the rights of others.
12. Ability and willingness to work in outdoor elements: hot & cold temperatures, rain, mud, dust, noise, sun, thick underbrush, etc.
13. Requires average 55-hour workweek and willingness/ability to travel; regular and timely attendance during all scheduled work days and hours is required.

**EDUCATION AND EXPERIENCE**

1. No previous experience required.

**PHYSICAL REQUIREMENTS**

Seeing and hearing: read documents, see details at close range, communicate in person	0-50%
Standing, sitting, walking	50-100%
Climbing, stooping, squatting and kneeling	50-100%
Dexterity: utilizing steering and operational controls, hand and power tools, and handling materials	50-100%
Lift between 25 – 100 pounds	25-50%
Lift in excess of 100 pounds	0-50%

**Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description may be changed or updated at any time without notice.**