

RIETH-RILEY CONSTRUCTION Co., Inc.

100% Quality • 100% Employee Owned • Over 100 Years

Paving the Road to Success!

Summer Internship – Indiana & Michigan

Pave the Road to Success! Gain insight, work experience, and college credit through a paid internship at Rieth-Riley! We provide students studying engineering, construction management, and business an opportunity to engage in work-based learning. Learn from industry experts and find a deeper understanding of what it would be like to work in horizontal construction!

We are a 100% employee-owned company. The employee owners at Rieth-Riley proudly remain dedicated to moving forward. It's the way we think, the way we act — the way we approach every asphalt, concrete, bridge, and all construction projects.

SUMMARY

Assist and support an estimator, project manager, superintendent or quality control with on-site administrative tasks, operations, and technical aspects of projects in heavy highway/road construction. Including but not limited to:

- Surveying, testing, sample collection, drawing correction and filing
- Report preparation, safety inspections, submittal logging and processing
- Time keeping and cost control, inventory control, schedule checking and subcontractor monitoring
- Preparation of quantity take-offs - calling vendors and subcontractors for proposals
- Attend bid openings, conferences, etc.
- Review drawings and specifications or completeness, accuracy, or discrepancies
- Assist with planning and scheduling, additionally the processing of change orders, extra work orders and preparing requests for progress payments
- Arranging of utility services
- Preparing charts and formal reports
- Density testing and core sample collection
- Quality control calculations and measurements
- Supervision of punch-list activities
- Obtain permits and licenses, checking zoning and code requirements

QUALIFICATIONS

- Pursuing a bachelor's degree in Engineering and or Construction Management preferred
- Strong quantitative and analytical skills
- Must have good organization skills
- Adaptable and able to thrive in a fast paced, high-pressure environment
- Proficiency in Microsoft Office essential
- Problem solving skills with attention to detail
- Self-motivated; ability to work independently and as a team
- Excellent written and verbal communication skills

Equal Opportunity Employer – It is the policy of Rieth-Riley to assure that applicants are employed, and that employees are treated during employment, without regard to their veteran status, race, religion, sex, sexual orientation, gender identity, color, national origin, age, disability, genetic information, citizen status, and/or any other applicable legally-recognized protected class under local, state or federal law.

Individuals with disabilities that require reasonable accommodation in order to complete the application process should contact Rieth-Riley's Human Resources Department by phone 574-875-5183 or by email hr@rieth-riley.com.