



## **Summer Internship Program**

### **Job Description**

- \* Over the course of 12 weeks, interns focus on supporting our teams' designers, fabricators and project managers with planning and execution of selected projects.
- \* Summer interns spend time working with and assisting with our CAD, Fabrication, Project Management, Estimating and Pre-Construction departments.

### **Position Responsibilities/Activities**

- \* Primary Responsibilities include:
  - Preparation of preliminary design layouts.
  - Assist in development of working drawings and specification documents using AutoCAD MEP.
  - Assist in preparation of cost budgets.
  - Assist in maintaining quality control by checking work sent out by the department.
  - Build and maintain product packages based on job specifications.
  - Coordinate with engineering team for submittal and tracking of shop drawings.
  - Request quotes from vendors for material purchases; prepare comparison spreadsheets for review and selection by the Project Manager.
  - Request quotes from subcontractors for review and selection with Project Manager.
  - Conduct site visits to verify installation conforms to product drawings and specifications.
  - Attend and assist in preparing for in-house preconstruction startup meetings.
  - Record and log documentation of project history.
  - Process Change Orders.
  - Participate in training for estimating and project management software.

## **Qualifications**

- Experience with AutoCAD MEP and excel preferred
- Ability to review and understand project drawings
- Must pass pre-employment drug screen and background check
- Ability to complete I-9 requirements

## **Compensation**

- \* Summer interns will be paid hourly based on current market rates and receive a gas card, iPhone, and iPad. Traveling will include a per diem for hotel stays and food. Intern compensation packages do not include health benefits or paid time off.

If you have questions, email or call:

Kristyn Gibbs

Special Projects Administrator

[kgibbs@action-mechanical.com](mailto:kgibbs@action-mechanical.com)

479-806-2471



## Action Mechanical Summer Intern Program

Week	Key Tasks or Duties	Team/Department
1	Orientation/Training: Office management, jobsite Safety training	Office/Safety
2	Prepare redline design layouts for Projects	Auto CAD/BIM
3	Gather (Project) design criteria & information: Perform design calculations	Pre-Construction
4	Document HVAC/Plumbing systems P&IDs; follow up with subcontractors and vendors. Document project designs, Investigate & determine equipment selections	Estimating
5	Track shop drawings, build & maintain product packages based on job specs. Assist with quality control by checking work sent out by department	Fabrication Shop
6	Check (Project) drawings & specifications for completeness & discrepancies/jobsite visits	Project Management
7	Review Submittals for compliance with contract documents/jobsite visits	Project Management
8	Attend job site safety meetings & walkthroughs	Project Management
9	Assist with field examinations	Project Management
10	Review invoices for approvals	Project Management
11	Manage labor on jobsites	Project Management
12	Meet with Management team members/Exit interview	Executive Management

**[www.action-mechanical.com](http://www.action-mechanical.com)**  
**479-452-5723**

Locations: Barling/Ft. Smith, NWA (Rogers), Jonesboro, Little Rock (Maumelle) and Tulsa



# May 2024 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
<b>EXAMPLE</b>						
19	20	21	22	23	24	25
					Last Day of Class	
26	27	28	29	30	31	
	CLOSED Memorial Day	<b>Barling</b>  8 - 2 Orientation Tina Smith	<b>Barling</b>  8 - 12 Office (Jan) 1:00Purchasing (Amy) 3:00 Rental (Kristyn) 3:15 Tools (Blair)	<b>Barling</b>  Safety  John Kennedy	<b>Barling</b>  Safety	



# June 2024 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>EXAMPLE</b>				1
2	3 <b>Barling</b> Shop	4 <b>Barling</b> Shop	5 <b>Barling</b> Shop Allan Newell	6 <b>Barling</b> Shop	7 <b>Barling</b> Shop	8
9	10 <b>Tulsa</b> Pre - Construction	11 <b>Tulsa</b>	12 <b>Tulsa</b> Pre - Construction Eric Robbins	13 <b>Tulsa</b>	14 <b>Tulsa</b> Pre - Construction	15
16	17 <b>Maumelle</b> CAD	18 <b>Maumelle</b> CAD	19 <b>Maumelle</b> CAD Ryan Smith	20 <b>Maumelle</b> CAD	21 <b>Maumelle</b> CAD	22
23	24 <b>Maumelle</b> Estimating	25 <b>Maumelle</b> Estimating	26 <b>Maumelle</b> Estimating Cary DeBoard	27 <b>Maumelle</b> Estimating	28 <b>Maumelle</b> Estimating	29
30	<b>NWA</b>	<b>NWA</b>	<b>NWA</b>	<b>NWA</b>	<b>NWA</b>	
Project Manager - Jamie Wright						