



Summer Internship Job Description

Position: Mechanical Contractor/HVAC Intern

Location: Barling, AR (and on jobsites)

Duration: Summer Term (12 weeks), full time (40 hours/week)

Fall/Spring Semesters (6-8 weeks), part time (15-20 hours/week)

GPA: 3.0 and above preferred

Job Description

* Action, Inc. is seeking interns for its Summer Internship program. Our summer interns will work with and assist our CAD, fabrication, project management and estimating departments. Throughout the 12-week internship, the intern will support a group of our team's designers, engineers, fabricators, and project managers with the planning and execution of selected projects

Position Responsibilities/Activities

* Interns will be assigned a supervisor to oversee their work and help them achieve their internship goals by assigning.

* Primary responsibilities will 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 receive competitive hourly pay rates based on market standards and a company iPhone, iPad and gas card to cover work expenses. Weekly per diem will be provided for travel outside of current location. However, intern compensation packages do not include health benefits or paid time off.

If you have questions, email or call:
Kristyn Ruple
Special Projects Administrator
kruple@action-mechanical.com
479-806-2471



LOCATIONS
Barling-Rogers-Little Rock-Jonesboro-Tulsa
action-mechanical.com-479-452-5723

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	Document HVAC/Plumbing systems P&IDs; follow up with subcontractors and vendors. Document project designs, Investigate & determine equipment selections	Estimating
4	Track shop drawings, build & maintain product packages based on job specs. Assist with quality control by checking work sent out by department	Fabrication Shop
5	Check (Project) drawings & specifications for completeness & discrepancies/jobsite visits	Project Management
6	Manage labor on jobsites	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

Internship Coordinator: Kristyn Ruple
kruple@action-mechanical.com
479-806-2471



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
19	20	21	22	23	24 Last Day of Class	25
26	27 CLOSED Memorial Day	28	29	30	31	



June 2024 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		EXAMPLE				1
2	3 Barling 8 - 2 Orientation Tina Smith	4 Barling 8 - 12 Office (Jan) 1:00 Purchasing (Amy) 3:00 Rental (Kristyn) 3:15 Tools (Blair)	5 Barling Safety John Kennedy	6 Barling Safety	7	8
9	10 Barling Shop	11 Barling Shop	12 Barling Shop Allan Newell	13 Barling Shop	14 Barling Shop	15
16	17 Maumelle CAD	18 Maumelle CAD	19 Maumelle CAD Ryan Smith	20 Maumelle CAD	21 Maumelle CAD	22
23	24 Maumelle Estimating	25 Maumelle Estimating	26 Maumelle Estimating Cary DeBoard	27 Maumelle Estimating	28 Maumelle Estimating	29
30						



July 2024 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Location TBD Project Management TBD	2 Location TBD Project Management TBD	3 Location TBD Project Management TBD	4 Location TBD Project Management TBD CLOSED 4th of July	5 Location TBD Project Management TBD	6
7	8 Location TBD Project Management TBD	9 Location TBD Project Management TBD	10 Location TBD Project Management TBD	11 Location TBD Project Management TBD	12 Location TBD Project Management TBD	13
14	15 Location TBD Project Management TBD	16 Location TBD Project Management TBD	17 Location TBD Project Management TBD	18 Location TBD Project Management TBD	19 Location TBD Project Management TBD	20
21	22 Location TBD Project Management TBD	23 Location TBD Project Management TBD	24 Location TBD Project Management TBD	25 Location TBD Project Management TBD	26 Location TBD Project Management TBD	27
28	29 Location TBD Project Management TBD	30 Location TBD Project Management TBD	31 Location TBD Project Management TBD	Location TBD Project Management TBD	Location TBD Project Management TBD	



August 2024 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Location TBD Project Management TBD	Location TBD Project Management TBD	Location TBD Project Management TBD	1 Location TBD Project Management TBD	2 Location TBD	3
4	5 Location TBD Project Management TBD	6 Location TBD Project Management TBD	7 Location TBD	8 Location TBD PM TBD	9 Location TBD Exit Interview	10
11	12	13	14	15	16	17
18	19 Classes Start	20	21	22	23	24
25	26	27	28	29	30	31