

WB INTERNSHIP

GUIDELINES & OPPORTUNITIES

FULL-TIME
SUMMER

paid

PART - TIME
SCHOOL
YEAR

WANTED:

**SUPERINTENDENTS
PROJECT MANAGERS**

FULL-TIME / PART-TIME / PAID

Wright Brothers, The Building Company is looking for students to fulfill internship roles during the school year and summer months.

Enable work experience that integrates knowledge and theory learned in the classroom, while gaining practical experience as a professional under conditions conducive to educational development.

REQUIREMENTS & ELIGIBILITY

The internship program is open to college students studying a relevant field of education (i.e. Construction Management, Construction Engineering, Civil Engineering, Mechanical Engineering, Architectural, Accounting, etc.) The student must have a valid driver's license and pass pre-employment drug screening.

The internship positions offered during the summer months are considered full-time positions. Positions acquired during the school year will adapt to the student's class schedule.

Applications are accepted throughout the year and resumés are kept on file.

Mark your calendars for the Boise State University Construction Management Career Fair!



WRIGHT BROTHERS
THE BUILDING COMPANY

SO YOU WANT TO BE AN INTERN

Wright Brothers, The Building Company was founded 60 years ago in Rupert, Idaho by brothers Lawrence and Damien Wright with the concept that no job was too big or small. Taking the Wright Brothers' legacy of honesty and integrity, it was incorporated in 1986 and has since developed extensive experience in design-build, construction management, multi-family, and energy efficient building projects. Our expertise extends beyond Idaho completing projects and holding licenses in 17 states.

INTRODUCING WRIGHT BROTHERS



PROGRAM GOALS & OBJECTIVES

Our internship's program goals are centered around providing meaningful benefit to the student based on his/her experience and goals. Following our structured program, a student will gain an overall understanding of the different managerial processes regarding construction management and administration in both the field and the office. They will observe and participate in all aspects of construction management that are typically encountered in the construction work place. Providing the right experience will allow the student to integrate and utilize classroom gained knowledge and apply that knowledge to situations presented via the work experience. By the end of their experience, the student will also have gained a network of industry professionals. This program benefits the student moving forward being to better evaluate career alternatives.

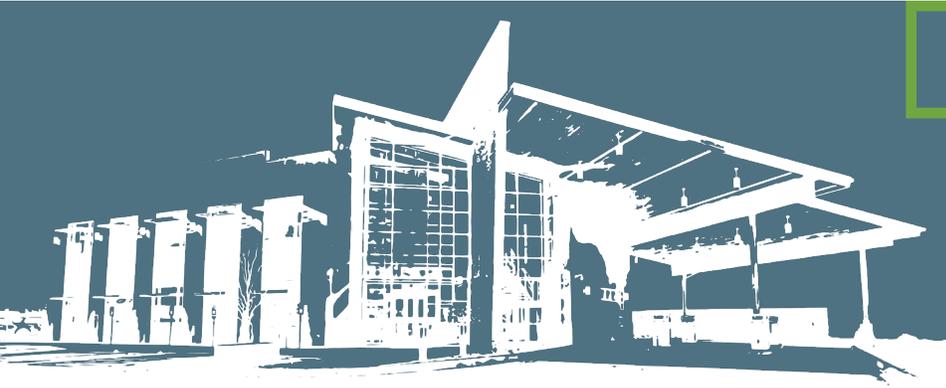


WORK PLAN

Students will be strategically introduced to the construction process, starting in estimating. While in estimating, the student will be exposed to plan reading, takeoffs, estimating and contract execution. Once the student gets familiar with the pre-construction process, they will be assigned to a project in the field. They will observe and participate in the various aspects of actual construction. Once a good understanding of the field construction process is in place, the student will finish by being teamed with a project manager and get exposed to contract management, scheduling and subcontractor relationships. Students whose educational background and interest lies in material testing or other aspects of construction can be introduced to other aspects of the construction process.

WRIGHT BROTHERS RESPONSIBILITIES

- ▶ Provide hands-on opportunity for student in all areas of commercial general contracting with guidance and oversight from Wright Brothers industry professionals
- ▶ Work with intern to develop comprehensive objectives to ensure intern is achieving full potential and expectations throughout employment
- ▶ Supervisor and Intern will complete the employee agreement form, which includes semester by semester reviews to monitor objectives and growth while expanding student's knowledge
- ▶ Assist in developing 5-7 objectives including work that helps the student expand his/her skill set as a construction manager
- ▶ During the internship period, to utilize interns in 3 or more of the following task areas: safety, estimating, project planning and scheduling, project administration and management, marketing, proposals, and sales, design, procurement, field layouts and surveying, cost controls, bid submission, and takeoffs and plan reading.



COMMUNICATION

QUALIFICATIONS

Our ideal candidate will be a rising junior or senior, but open to freshmen and sophomore candidates with the following skills:

- ▶ Degree in Construction Management or Engineering
- ▶ Excellent communication skills, both written and verbal
- ▶ Knowledge of mechanical, electrical systems
- ▶ A self-motivated and results-oriented individual
- ▶ Knowledge of Microsoft Office Suite (Excel, Word, PowerPoint), Microsoft Project, Bluebeam or Adobe Acrobat Proficiency
- ▶ Keen Attention to Detail with Ability to Multi-Task and Follow Through in Fast-Paced Environment
- ▶ High Energy; Possessed with Drive
- ▶ Strong Organizational and Critical Thinking Skills
- ▶ Excellent professional demeanor with the ability to work with a wide range of levels of management

PRIMARY RESPONSIBILITIES

As a Construction Management Intern, You will assist the project team with a variety of daily tasks such as reviewing drawings and marking them up on Bluebeam or using Excel to input detailed project data. You will learn to manage the submittal and RFI processes as you communicate back and forth with different parties on the job. You will get the chance to attend various meetings every week with the design team, procurement team, and subcontractors. You will also be involved in site visits.

- ▶ Participate in weekly meetings on current projects
- ▶ Assist in creation, execution and monitoring project work plans and revises as required to meet changing needs and requirements
- ▶ Assist in estimating process and develop project budgets
- ▶ Participate in creating overall project schedule and oversees timely execution
- ▶ Assist with management of day to day operational aspects of the project
- ▶ Ensures project documents are complete, current, distributed and stored appropriately

- ▶ The intern will be assigned both a supervisor, and senior mentor. The supervisor and intern should discuss company expectations and develop goals for the experience. Supervisor and intern will have contact daily and will meet to discuss progress each week.
- ▶ The supervisor will make themselves available to the inter for consultation as questions arise on work assignments. They will monitor the progress of the intern and perform the final evaluations at the end of the season.
- ▶ An individual from senior management or owner will be the intern's senior mentor. He/she will contact the intern throughout the semester and summer weeks to ensure that required experiences are being met and the intern is being acclimated to the company culture.



WHAT TO EXPECT

The expectation of Wright Brothers' Internship program is to provide the student with a well-rounded experience exposing him/her to the many aspects of construction management. This means:

- ▶ Actively participating in various positions within the organization, exposure to management and a balance of technical & business practices
- ▶ Wright Brothers recognizes the valuable contribution they are making to the career development of a young professional and will challenge the intern to progressively learn by providing a variety of responsibilities
- ▶ Assign work activities pertinent to the intern's professional development and CM program competencies.
- ▶ Intern will be exposed to the company culture including: Company outings and get-togethers with other interns, and meeting as many people as possible from the company
- ▶ Intern is accountable for performance and guidance throughout the semester and will have open door policy with owner and senior management.



**FOR MORE INFORMATION
ABOUT THE WRIGHT
BROTHERS INTERNSHIP
PROGRAM, CONTACT:**

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PHILOSOPHY

At the core of Wright Brothers' philosophy is our motto **BUILDING THE FUTURE**. This motto was developed as a goal to build for our future generations, but also to develop and construct high-performance buildings and environmentally friendly processes. Wright Brothers has been a critical part of building the Treasure Valley and Boise for over 30 years. As a key part to our success, our employee's extensive years of experience in building for both the private and public sectors. Our proposed project management team has worked together on multiple projects. Wright Brothers is a family company with a unique and individualized approach to projects. We view commercial space projects as an extension of our commitment to serve our community. Our experience, knowledge, and integrity provides Wright Brothers a distinct advantage with the promise to produce results that meet and exceed your project goals within project time constraints. This philosophy is achieved through teamwork within all areas of the company.

CONSTRUCTION MANAGEMENT TECHNIQUES AND METHODS

Wright Brothers became the first licensed Construction Management firm in the State of Idaho in 2000 and has offered quality Construction Management Advisement or Constructor Services ever since. Second generation owner, Bob Wright, was the first Idaho Construction Manager to complete the CMAA certification program. With over 20 years experience in the Construction Management industry, we provide an integrated approach by bringing all parties to the table to maintain excellent communication throughout the construction process thereby eliminating unwanted surprises. This experience makes Wright Brothers uniquely qualified to provide an in-depth and hands-on introduction to Construction Management. Now a third generation company, Wright Brothers carries the experience of the past with the advancements of the industry to provide a client oriented approach to every project, large or small.



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