

STATEMENT OF DUTIES AND RESPONSIBILITIES

Engineering Student Intern I
Job Title

TBD
Employee's Name

Duties and Responsibilities

This position will be located at the Honolulu Authority for Rapid Transportation (HART) and will receive direction from the assigned engineer department managers. This intern will receive practical experience and training related to a single or series of engineering assignments as needed for the ongoing rail or station construction projects, depending on workload and priorities. Duties may include a variety of the following activities:

- Conducting construction site inspections and recording daily observations and findings.
- Identifying potential non-conformances for issuance of Non-Conformance Reports (NCRs).
- Reviewing, logging, monitoring and verifying labor compliance submittals.
- Reviewing, logging, processing and monitoring construction contract submittals.
- Assisting with reviewing, packaging and processing expedited contract change orders.
- Researching construction cost and price data, assisting with analysis and preparing independent cost estimates.
- Investigating plans and specifications for contract requirements on requests for information (RFI).
- Assisting with data collection, analysis, and report preparation.
- Inputting data and/or documents associated with any of the above to the HART Contract Management system.
- Other related duties to HART construction as assigned.