



Orren Pickell Design Group, LLC
Job Description
SUMMER INTERNSHIP

Job Title: Seasonal Intern
Division: Orren Pickell Design Group, LLC
Reports To: Kevin Batz & Kurt Savageau
FLSA Status: Nonexempt
Prepared By: Rachel Silverstein
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Approved By: Kevin Batz & Lisa Pickell
Approved Date: 3/13/19

SUMMARY OF POSITION:

A summer/seasonal intern or student learned, would be an individual who is enrolled in a course of study and/or training in a cooperative vocational training program under a recognized State or local educational authority or equivalent. The position supports superintendents, maintenance technicians, site managers and contractors in daily carpentry, framing and trim tasks. The intern will work alongside of a professional doing the same hands on work (could include bending pipe, cutting wood, soldering, gluing etc.). The individual(s) must always comply with all safety rules and regulations, while closely working with the assigned supervisor on all tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Job site safety
- Proper use of construction tools
- Preparing Construction sites, materials and tools
- Loading and unloading materials, tools and equipment
- Removing debris, garbage, and other materials from sites
- Use Leveling instruments, hand tools, power tools and stationary tools
- Assembling and breakdown of barricades, temporary structures and scaffolding
- Assisting contractors as required

QUALIFICATIONS

A Seasonal Intern must be able to work independently and as a team, with the drive to serve the team well and in a timely fashion, while ensuring safety of oneself and others at all times. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Be enrolled in a course of study and/or training in a cooperative vocational training program under a recognized State or local educational authority or equivalent Considerable knowledge of office equipment
- At least 16 years old with a valid driver's license, clean driving record, and automobile insurance
- Basic Building & Mechanical Knowledge
- Math & language (Written & Oral) Literacy
- Basic Measurement Skills
- Able to interact and work well with clients and coworkers on project site
- Coordination
- Organized & Detail Oriented
- Critical Reasoning Skills
- Able to resolve problems efficiently
- Willingness to Learn
- Able to be discrete and flexible
- Adheres to security and protection of homes and possessions within them
- Physically capable of moving and lifting equipment
- Possession of own basic tools (Preferred)
 - Hammer
 - Utility Knife
 - Speed Square
 - Screwdriver(s) (various sizes)
 - Wrench(s) & Allen Wrenches
 - Pliers & Needle nose
 - Tin Snips
 - Wire Cutters/Strippers
 - Hack Saw
 - Cordless Drill with Bits
 - Flashlight
- Possession of own Personal Protective Equipment (Preferred)
 - Safety Glasses
 - Safety-toed footwear with slip resistant and puncture resistant soles
 - Earplugs/Earmuffs
 - Hardhat

EDUCATION and/or EXPERIENCE

Enrolled in a course of study and/or training in a cooperative vocational training program under a recognized State or local educational authority or in a course of study in a substantially similar program conducted by a private school

LANGUAGE SKILLS

Strong knowledge of English (spelling, punctuation, grammar, format and tone) and of safety practices and procedures.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Able to envision all steps in assigned tasks.

Able to organize assigned tasks for completion alone or with help

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license is required

Current & Valid Automobile Insurance and Coverage

Clean driving record and possession of reliable vehicle

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus
- Ability to climb ladders, crawl into tight spaces, bend down, kneel for extended periods and lift heavy objects
- Ability to lift and manipulate objects of up to 75lbs (with heavier weight necessary at time) for 50 feet is required

WORK ENVIRONMENT

Most of time is spent working in residential homes. Some driving is required.

COMPENSATION

Commensurate with experience

