

# WillCounty

## Summer Internship Program

<b>Organization Name</b>	Harbour Contractors, Inc.
<b>Industry</b>	Construction
<b>Internship Title</b>	Construction Intern I
<b>Hours per Week</b>	40
<b>Rate of Pay</b>	\$15/hr
<b>Start/End Dates</b>	June 1, 2024 - July 31, 2024

### About Company

Harbour is a +64-year-old Veteran founded, Family Owned and operated business, headquartered in Plainfield, Illinois with offices in Chicago, Idaho, and Georgia. We have several divisions General Construction, Rail Construction, Engineering, Waste to Energy, and Aviation.

### Position Description

Students in this internship will experience a wide range of activities within a busy construction operation. Students will work primarily in an office environment learning various activities performed in a Construction office. These include:

- Operations – assisting Project Managers with construction plan review, assisting in Change Order preparation, submittal processing, and maintaining project documents.
- Accounting – assisting with Accounts Payable processing, subcontractor payout process, union reporting, and general office administration.
- Technology – assist I.T. with management and support of the technology used in our various departments.
- Estimating – assist Estimating team with preparation of project bids and proposals, processing of subcontractor pre-qualification, and pre-construction activities.
- Marketing – assist in preparation of client proposals, contractor prequalification submissions, and maintenance of company social media platforms.
- Safety – students will learn about safety programs for construction projects, the development of project specific safety programs and will tour construction sites with project managers or superintendents as they audit compliance with those requirements.

We will strive to offer the student the widest variety of experience possible within the needs of the organization.

### Knowledge, Skills, Abilities/Interests Desired

- Interest in learning about General Contracting and building large commercial projects as well as the business of construction.
- Ideal candidates will have strong math and writing skills. Previous coursework in business related fields such as accounting or marketing is preferred.
- Preference will be given to students participating in the District's JJC Dual Credit Career Programs in Architecture, Construction Management, or Engineering.
- Proficiency with computer operations including Windows and Microsoft Office apps.
- Excellent communication and presentation skills.

- Strong organizational abilities.
- Analytical and problem-solving skills.
- Ability to work collaboratively with cross-functional teams.
- Willing to work Monday thru Friday 8am to 4pm.

**Physical Demand of Position**

• Candidates must be in good general health and be able to work the hours specified without interruption. • Should be able to routinely climb and descend stairs in the office. • For site tours, must be able to walk on uneven surfaces and unfinished grounds.

**Documents Required**

- Resume
- Cover Letter
- Transcripts
- Driver's License

If hired, student will be required to provide documents confirming age and authorization to work in the United States. Any of the documents allowed for completion of the U.S. I-9 form are acceptable.

**Business Contact**

Roger Sprague

**Title**

H.R. Manager

**Contact Number**

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**E-mail**

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