



Duran & Venables, Inc. is a premier General Engineering Contractor that specializes in earthwork and asphalt paving. We currently have a position available for a **Summer Intern** in our Milpitas, CA office.

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**Position Description:** This opportunity is for a full-time **Summer Intern** position to join our team working with our project managers, estimators, superintendents, foremen, and office staff to ensure successful projects for both our customer and our company.

**Preferred Education:** Working towards a Bachelor’s degree in Civil Engineering or Construction Management.

**Specific responsibilities include:** Specific responsibilities will depend on the candidate’s prior experience. Responsibilities can include obtaining bid documents from customers and maintaining document database, updating the bid schedule, attending pre-bid job walks, assisting the take-off team determining the material and earthwork quantities on various projects by utilizing the Agtek and Bluebeam software programs, assist in the preparation of bid proposals including review of project drawings, specifications, and soils reports; solicit quotations from subcontractors, vendors, and truckers; assist the project management team as needed by preparing submittals, RFIs, schedules, correspondence, subcontracts, purchase orders, and change order requests; visit job sites under construction to monitor progress, perform other tasks as needed.

**Experience:** No experience is necessary but an eagerness to learn and be part of the team is essential.

**Preferred Technical Skills:** Proficiency with Microsoft Word, Excel, and Project; Prior use of Bluebeam and Agtek would be great but not needed

**Personal Abilities:** The candidate shall have solid mathematical and written and oral communication skills and be able to effectively work with customers, subcontractors, vendors, co-workers, engineers and architects, utility companies, and government agencies.

**Compensation:** To be determined based on the candidates qualifications and prior experience

**More information on our company can be found on our website at [www.duran-venables.com](http://www.duran-venables.com)**

**DURAN & VENABLES, INCORPORATED**

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