Sample COOP Duty Description/Training Plan

(NOTE: Not in any particular order and will not necessarily complete all actions each term – this is a goal!!)

Session 1

**Work in Estimating Department**

i. Learn the Construction Specification Institute Master Format, divisions and sections and how it relates to the Construction Industry
ii. Learn how to read and interpret Project Specifications, Contract requirements, and bid preparation
iii. Learn how to read contract drawings and understand symbols and legends
iv. Perform Subcontractor soliciting
v. Perform quantity takeoffs.
vi. Learn and utilize Quest estimating software
vii. Become familiar with labor costs. Analyze labor for specific tasks
viii. Receive and evaluate suppliers and Subcontractor’s proposals.
ix. Participate in bid review
x. Assist in preparation of bid package

Session 2

**Work with Project Management Team**

xi. Maintain project files, current drawings, and production records
xii. Read and interpret plans and specifications
xiii. Estimate material needs for purchasing
xiv. Write purchase orders
xv. Expedite material deliveries
xvi. Inventory control
xvii. Assist with invoice approval process
xviii. Learn aspects of jobsite safety

Session 3

**Work with Project Management Team**

xix. Assist with value engineering on the project
xx. Prepare scopes of work for subcontractors
xxi. Understand budgets and budgeting
xxii. Negotiate prices and services
xxiii. Assist with subcontract preparation
xxiv. Assist with the management of subcontractors
xxv. Review and prepare submittal documents
xxvi. Correspond and communicate with vendors, subcontractors, owners, engineers, internal office staff, and field personnel
xxvii. Assist with analyzing, procuring, and tracking construction equipment
xxviii. Assist with project schedule (CPM)
xxix. Assist field personnel with technical matters
**Location:** Midlothian VA – just southwest of Richmond VA  
**Job Title – COOP – Project Management**  
**Ideal candidate:** 2.8 GPA or higher, outgoing, interested in construction side of engineering vs design  
**What do we build:** Water/Wastewater Treatment Plants, Pump Stations, Solar Farms, Gas to Energy Projects, Dams, Bridges – see [www.crowdercc.com](http://www.crowdercc.com)  
**Time frame:** Fall 2015, Summer 2016, Spring 2017 (subsequent rotations are based on good performance reviews and mutual interest)  
**Start date:** August 17, 2015 (negotiable with supervisor)  
**Rate of pay:** $14 per hour + relocation perdiem of $500 per month  
**Mobility:** candidate will be rotated throughout the southeast at 3 different locations (i.e. one rotation in VA, one in NC and one in GA) – we do this to give a wide breadth of experience

Applicants for consideration can send me a resume by Monday, 27 July.  
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