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Engineer Job Description:

Position Description: Manage, evaluate and assess information necessary to construct the project on time, within budget and to the quality specified by the contract documents. Has supervisory responsibility for Assistant Engineers, Engineering Assistants, and Interns. The Engineer is the individual on the project responsible for building the overall project "on paper".

Reports to: Project Engineer, Project Manager or Project Executive

Essential Duties & Responsibilities*: Lead responsibility for:

- Acting as liaison with Architects, Subcontractors, Consultants, Suppliers, Inspectors and other Turner job staff and Owner's Representatives in resolving issues related to plans and specifications.
- Overseeing and making decisions related to contract drawings and subcontract information. Ensuring that all drawings and specifications properly relate to the estimate.
- Managing the project budget.
- Managing submittals and shop drawings. Assessing conformance to contract specifications. Resolving any conflicts in interpretation.
- Negotiating Change Orders. Managing information on changes in the Work; preparing an independent analysis, as require; obtaining and checking estimates for the changes from subcontractor; obtaining approval of the Architect and Owner; and resolving any conflicts.
- Overseeing the close-out process. Preparing final records for the project such as Requests for Information (RFI's), close-out records, warranties, as-builts, Operations and Maintenance manuals (O&Ms), attic stock, and spare parts, and evaluating information to insure compliance with contract documents.
- Supervising Assistant Engineers, Engineering Assistants, Plan Clerks and Interns, including providing input on performance appraisals.
- Preparing Scope of Work documents for trades.
- Developing reports such as General Conditions Items, labor, safety, Change Order logs and Quality Control.
- Scheduling and managing subcontractor trade coordination meetings, preconstruction meetings and submittal review meetings.

Qualifications: Bachelor's degree plus a minimum of four years' related experience or an equivalent combination of education, training and/or experience. Proven written and verbal communication abilities; proficiency with computer applications, including Microsoft Office Suite. Utilizes leading-edge technologies such as Building Information Modeling (BIM) and LEAN. Ability to read, understand and interpret contract documents, drawings, specifications, scopes of work and project schedule. Demonstrated leadership and interpersonal skills.

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. While performing

the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is sometimes exposed to moving mechanical parts. The employee is occasionally exposed to airborne particles or caustic chemicals. The noise level in the work environment is usually moderate to very loud.

*May perform other duties as necessary or assigned.

Interiors Superintendent Job Description:

Position Description: Leads, directs and coordinates the work of subcontractors and/or Turner trade labor. The Superintendent is responsible for ensuring safety, schedule delivery, quality of work performed and adherence to budget of the project. The Superintendent has supervisory responsibility for Assistant Superintendents, Field Engineers, Interns and trade labor in his/her area of responsibility. Reports to: Project Superintendent, Project Manager or Project Executive

Essential Duties & Responsibilities*:

- Oversee and making decisions related to the performance of work related to scheduling, delivery, logistics, quality control and trade employee staffing levels.
- Oversee work among assigned trades to promote a coordinated project operations. Resolving local area problems regarding procedures, precedence, design clarifications, adequate labor and equipment schedule and all other appropriate matters.
- Manage the overall site safety program as required and ensuring subcontractor compliance with Turner standards and all applicable safety codes and regulations.
- Supervise and develop Assistant Superintendents, Field Engineers, and/or Interns, as assigned, including providing input on or completing performance appraisals.
- Create schedules and determine sequencing of work. Develop and implement recovery strategies to maintain project schedule.
- Communicate with owners and architects/engineers in connections with field issues. Investigate and resolve such issues.
- Manage the billing process as it relates to Work In Place (WIP) and overseeing the monthly estimate of work completed, payrolls, material invoices and subcontractor payment applications.
- Manage the work to ensure that it is installed in compliance with and conforms to the approved contract documents.

Qualifications: Bachelor's degree plus a minimum of four years' related experience training and/or experience. Knowledge of building construction, means and methods, scheduling and cost control procedures, general contract, general conditions, subcontract documents, drawings and specifications,

including Microsoft Office Suite and proficiency in EH&S applications. Ability to read, understand and interpret contract documents, drawings specifications, scopes of work and project schedule. Demonstrated leadership and interpersonal skills.

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. Performance of the duties will occasionally require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear (bells, whistles, etc.), stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 50 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

*May perform other duties as assigned.

Interiors Project Manager Job Description:

Position Description: Overall day-to-day project responsibility, including operations, budget, client relations, safety and staffing.

Reports to: Special Projects/Interiors Division (SPD) Senior Project Manager (SPM) or Project Executive
Essential Duties & Responsibilities*:

- Participate in new project pursuits in support of Business Development.
- Must have complete understanding of the owner contract for the project and risk mitigation measures and ensure that the project team is aware of them.
- Manage preconstruction activities (Estimating, Operations Plan, Scheduling) as necessary.
- May be responsible for bidding, scope review, and awards of subcontracts.
- Ensure subcontracts, Purchase Orders (POs) and change orders are reviewed and accurate.
- Perform all required engineering duties and responsibilities, including Quality Assurance/Quality Control (QA/QC).
- Responsible for the change order process (subcontractor and owner).
- Work with the Superintendent and Safety Director on implementing the safety program.
- Manage and develop staff as assigned, including providing input on performance evaluations.
- Ensure strict adherence to ethics and compliance requirements at all times.
- Develop relationships with owners, subcontractors and consultants.
- Work with Accounting to initiate Pay Application process and follow up to ensure payment is received in a timely manner.

- Participate in development of schedule and sequencing of work. Ensure trade contractors have the latest schedule and are contractually tied thereto.
- Review, validate and manage the project financials.
- Manage closeout process.

Qualifications: Bachelor's degree plus a minimum of two to five years of formal engineering architectural training and/or building construction experience required or an equivalent combination of education, training and experience. Knowledge of construction cost, scheduling, estimating and engineering principles and techniques, as well as accounting principles. Familiar with various construction methods and materials, their characteristics, installation procedures and tolerances. Strong computer skills and familiarity with Microsoft Office Suite of programs. Very strong verbal and written communications skills are a must.

Physical Demands: Performance of the duties will occasionally require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 50 pounds.

Work Environment: While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

*May perform other duties as assigned.

Estimator Job Description:

The Estimator prepares detailed estimates for the project based on the construction drawings and specifications. They also communicate bids and scopes of work.

Essential Duties & Responsibilities*: In the areas assigned:

- Prepare a detailed estimate by completing quantity take-offs, analysis, estimate input, and studies for all items incorporated in the assigned scope.
- Prepare and assemble bids and proposals for different contract types (Lump Sum, Guaranteed Maximum Price (GMP), Cost Plus, etc.)
- Lead the document management for the project, including receiving drawings and specifications, providing the proper file structure and distribution to all parties.
- Serve as liaison with subcontractors, design team (architects, engineers, consultants) and client. Point of contact for managing assigned trade subcontractors and distributing information.
- Support constructability reviews through communication with the project team, designers, and subcontractor market.
- Develop a value analysis study by defining alternatives to the proposed scope that are more cost-efficient.

- Responsible for understanding all factors required for a comprehensive trade package scope including contract documents, site logistics, schedule, coordination, means and methods.
- Coordinate with Operations staff and fellow estimators to ensure that General Conditions and General Requirement items are properly addressed in the estimate.
- Prepare scope requisitions for assigned trades as required; coordinate with project team to eliminate scope gaps and overlaps.
- Prepare comparison analysis to previous estimate for assigned scope.
- Obtain and evaluate subcontractor proposals relative to their scope of work. Document information into Bid Recording Sheet, organize and participate in Post Bid Review.
- Manage action items from Post Bid and finalize subcontract scope. Make recommendations to the Project Lead for award.
- Supervise Assistant Estimators and/or Interns as assigned.
- All other duties as assigned.

Qualifications: Bachelor's degree plus a minimum of two years' related experience or an equivalent combination of education, training and/or experience. Proven written and verbal communication abilities; proficiency with computer applications, including Microsoft Office Suite. Ability to read, understand and interpret contract documents, drawings, specifications, scopes of work and project schedule. Demonstrated leadership and interpersonal skills.

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. Performance of the required duties will require physical ability to occasionally climb permanent and temporary stairs, climb ladders, negotiate work areas under construction, balance, stoop, kneel, crouch, or crawl. Occasionally requires passenger use of construction personnel hoists. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job regularly requires use of hands to find, handle, or feel objects, tools or controls, sit, talk, hear and stand. Employee must occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may work in an office or on-site at the construction work site. In the office environment, the noise is usually quite to moderate. In the on-site setting, the employee is regularly exposed to moving mechanical parts; high precarious places, fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in this work environment is usually moderate to very loud.

*May perform other duties as necessary or assigned.