INTERNSHIP OPPORTUNITY SUBMISSION FORM

This posting is through the Say Yes Buffalo Internship & Career Pathways Program, which serves graduates of Buffalo public and charter high schools who lived in the city of Buffalo during high school and are currently enrolled full-time in college. While many of these internships are available outside of our program, applying through this program and receiving the included support is only for eligible students.

Organization: Turner Construction Company
Location: 50 Lakefront Blvd, Suite 320 Buffalo NY 14202 – please note, this is our main office location, but Turner's construction projects span the greater Western New York region. Interns may be assigned to any of the project locations throughout the region.
Website: https://www.turnerconstruction.com/

Organization Description and Core Values:
Turner is a North American-based, international construction services company and a leading builder in diverse market segments. The company has earned recognition for undertaking large and complex projects, fostering innovation, embracing emerging technologies, and making a difference for its clients, employees, and community. With over 11,000 employees, the company completes $17 billion of construction on 1,500 projects each year. Turner offers clients the accessibility and support of a local firm with the stability and resources of a multi-national organization.

Throughout Turner's history, we set ambitious goals and made formal commitments to enhance safety, care for others, increase diversity and impact in the community, uphold high standards for business integrity, and build ever more sustainable and resilient buildings.

We are now connecting these and other efforts in an Environmental, Social and Governance (ESG) strategy to enhance and strengthen our company and the industry. This is an authentic extension of our culture and includes how we actively care for people, how we build sustainably, and how we conduct business with transparency and accountability.

Position Supervisor and Title:
Will be assigned once construction project is identified.

Internship Title:
Intern

Internship Duties and Responsibilities:
Assist in day-to-day supervised activities related to the development of a construction project to build foundational knowledge in construction management, business and project financial management, project safety protocols, subcontractor relationships, quality control, and project

coordination and lifecycle. Where applicable, your assignment will support learning that applies to earning educational credits.

Depending on business need and location, the Intern/Co-Op will be supervised and assigned to work at an active construction project site, in a department located at a main office working in one of our many construction specialties.

- Support project team with meeting coordination, material tracking, file management, document control, and progress reporting.
- Comprehend and follow project site signage and supervisor instructions as directed.
- Provide progress reports to supervisor and be receptive to learning about construction management.
- Relate and apply knowledge acquired in the academic setting to work activities.
- Maintain professional relationships with employees, customers, clients, and subcontractors.
- Participate in training, meetings, and orientation.
- Comply with safety protocols, follow safety expectations, and wear appropriate PPE (Personal Protection Equipment).
- Other activities, duties, and responsibilities as assigned.

Based on the assignment, the following activities may be performed (longer-term assignments may gain more in-depth experience and exposure):

- Assist with project start-up activities and provide support to Project Engineer, Project Superintendent, and/or Project Manager.
- Assist with collection and review of information and approvals for processing shop drawings, submittals, and Requests for Information (RFIs).
- Assist with preparation and distribution of information for contract requirements to appropriate parties.
- Assist with preparation of estimates for changes in work from subcontractors.
- Attend project site visits to observe and document construction field activities.
- Assist with preparation of and conduct correspondence and communication as directed to Architects, Engineers, vendors, and subcontractors in connection with performing their assigned trades.
- Assist with communication to Trades and subcontractors to understand and track job schedules.
- Assist with monitoring contractor compliance with Turner's safety program, as directed.
- Assist with preparation of quantity take-offs and studies for project items using either traditional or computer-aided programs, learning and discussing details necessary to complete project.
- Request and distribute subcontractor proposals relative to their scope of work to assemble proposals for delivery system.
- Assist with project close out preparations.

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Minimum Requirements:

- Say Yes Buffalo Scholar enrolled in school full-time and in good academic standing
- Enrolled and actively pursuing college or university accredited degree program or enrolled in a Co-op program, recommended majors include and not limited to Engineering, Architecture, Construction Management, or other related field of study, and at minimum 1 year of completed education, and/or equivalent combination of education, training, and experience
- Must be 18 years of age, to work at a construction project site
- Desire to work in construction management and to learn about construction industry
- Commitment to work standard business hours and overtime as determined by assignment
- Demonstrate interpersonal skills including student leadership, volunteerism, or other community involvement
- Professional and clear verbal and written communication skills, in English language required
- Ability to read and comprehend written information
- Assume personal and professional accountability for own actions and activities
- Proactive, curious, and eager to learn and participate
- Able to work independently, with direction and supervision, and in team environment
- Exceptional organizational skills with attention to detail
- Able to take direction, apply active listening skills, learn and process information quickly, ask clarifying questions, and follow tasks through to completion
- Basic computer and data entry skills and familiar with Microsoft Office suite of applications
- Some travel may be required, access to reliable transportation required

Physical Requirements:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls and reach with hands, talk, and hear. The employee is regularly required to be mobile. Performance of the required duties may 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. The employee frequently views a computer monitor and frequently uses a computer keyboard. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may occasionally travel both short and long distances via a variety of conveyances and may perform work at on-site construction work sites and/or office locations. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

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Intern Takeaways:
Interns gain valuable hands-on experience through their Turner internships. Interns gain direct exposure to construction management/general contracting. They will have guidance from their supervisor learning industry relevant software like Procore, Revit, Bluebeam. They will gain experience working in a professional environment, sitting in on meetings, working with trades staff (carpenters, electrical foremen, architects).

Duration of Internship:
June 1, 2027 through August 20, 2027 (end date flexible)
Full-time schedule of 40 hours per week. Work schedule will be based on project needs.

Compensation:
$20-$25 per hour

Transportation:
Interns are responsible for their own transportation to and from work. A car is required to get to project site locations.

To Apply:
Submit resume to buffalointernships@sayyesbuffalo.org. **If necessary, Say Yes staff may send you suggestions before we send your resume to the employer(s). In order to submit your materials directly to the employer by the deadline, please ensure that you check your email and reply promptly. Resumes submitted two business days or fewer before the deadline may not be edited prior to submission.**

Deadline:
December 31, 2026

Interviews:
Initial interview will be conducted over the phone for about 20-30 minutes. Any subsequent interviews will be conducted virtually via teams for about 30-45 minutes. Students should be prepared to answer why they are interested in Turner, discuss their educational background and any prior work experience. Interviews are primarily behavioral based questions.

Please note that internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you directly.

Accommodations:
The Say Yes Internship & Career Pathways Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

Turner is an Equal Opportunity Employer Race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or other characteristics protected by applicable law.