



Since 1909

PO Box 9560, 6525 Ardmore Ave
Fort Wayne, Indiana 46899
Phone: (260) 478-1990
Fax: (260) 747-7086

www.brooks1st.com

Job Title:	<u>Quality Control Technician (Summer Internship)</u>
Date Posted:	Friday, April 12, 2019
Reports To:	Quality Control Manager
Position Type:	Temporary/Internship
Position Duration:	May 2019 to August 2019
FLSA:	Non-Exempt (Hourly)

Who We Are:

For over 110 years and across three generations of family ownership, Brooks Construction Company, Inc. has stood for **quality, integrity, and value** in the civil construction industry. Based in Fort Wayne, Indiana, with over 225 employees, Brooks Construction provides asphalt, concrete, earthwork, and pipe operations across northern Indiana and northwestern Ohio using best practices and innovative techniques to give our customers a quality product.

Job Summary:

Individual is responsible for carrying out day-to-day administrative and field work as directed. Typical duties of a quality control intern include performing testing of material to make sure the material meets the quality set by the DOT or the client. The Intern may visit job sites to collect samples. A quality control intern reports to a Quality Control Manager.

An Intern position provides a hands-on learning experience directly related to responsibilities that transfer to skills needed in a full-time construction related position. The opportunity is available to develop, participate and learn key roles and functions within construction projects, quality control and construction operations. Individual must be willing to work full-time for the summer of 2019.

Essential Job Functions (*=Non-essential tasks):

- Maintaining strong knowledge of company's quality control plan (QCP) and its execution
- Ensuring testing equipment and accessories are properly operated, maintained and serviced, as needed
- Ability to use quality control lab equipment
- Uniformly conduct testing for proficiency and accuracy based on standards set by DOT, FAA, AASHTO and ASTM & private customers.
- Maintaining various records, including Calibration records, aggregate testing spreadsheets, daily plant reports and diaries.
- Communicating with Quality Control Manager, and quality control technicians
- Assisting Quality Control Manager by providing testing data as work is in progress, which allows foreman to make necessary adjustments
- Calibrating and maintain highly sensitive testing equipment
- Complete an extensive training program and are given opportunities to grow their nontechnical skills
- * Assist others in department as needed
- * Other duties as assigned



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Requirements:

Experience:

- Previous hands-on or construction experience or knowledge of quality control is preferred

Education:

- Must be enrolled in or attending their freshman year at a university/college
- Must be enrolled in or currently pursuing a degree in Quality Control, Civil Engineering, Construction Engineering, Construction Management, Project Management, or a related degree

Skills and Abilities:

- Good basic math skills for calculating percentages, standard deviation, and averages.
- Strong Communication and interpersonal skills for working with crew members and DOT/owner personnel
- Good decision-making and problem solving skills
- Valid driver's license and willingness to travel within a 75 mile radius of Fort Wayne
- Ability to lift up to 50 pounds on a regular basis
- Demonstrated ability to work with technical equipment and/or devices
- Demonstrated ability to work with minimal supervision
- Flexibility in managing multiple priorities within tight time constraints
- Develop and maintain peer and customer partnerships
- Fair, honest and straightforward in dealing with others
- Use appropriate discretion and is sensitive to confidentiality
- Demonstrate high ethical standards.
- Be willing to fully participate in job assignments at the job site, at the office or department to which the intern is assigned
- Analytical skills
- High degree of accuracy, thoroughness and attention to details
- Ability to work for long periods at an energetic pace with frequent interruptions
- Must have knowledge and experience working with Microsoft Office software
- Must be a team player
- Ability to perform the physical functions of the job with or without reasonable accommodation

Working Environment:

- Individual will be working in an office and field environment (50/50)
- Individual will be working with internal customers (Foremen, DOT, Owners and managers)

Supervisory Responsibilities:

- None

(These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties, and skills required of this job. Additional responsibilities may be assigned, as required.)

Brooks Construction Company, Inc. is an Equal Opportunity Employer



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How to Apply:

- **Online:** Visit www.brooks1st.com/jobs to access our Employment Application with instructions on how to submit your Employment Application via email to jobs@brooks1st.com. Please include a professional resume.
- **In-Person:** Stop into the Brooks Construction office at 6525 Ardmore Ave Fort Wayne, IN 46809 between the hours of 8:00AM - 5:00PM Monday - Friday to complete a paper employment application in our lobby. Please include a professional resume.