SUMMER INTERNSHIP

POSITION TITLE: Summer Intern-Aggregate Resource Development Dept (ARD)

DATE: April 22, 2016

REPORTING RELATIONSHIPS:

POSITION REPORTS TO: Aggregate Resource Development Manager
POSITIONS SUPERVISED: None

POSITION PURPOSE:
Under general direction, this position is responsible for assisting the ARD Manager and ARD Project Manager in obtaining and coordinating land use entitlements and permits, performing annual reporting and inspections, facilitating public and governmental contracts and performing analysis of special projects related to the development of the Material Division’s real estate assets.

COMPANY/ENTITY

- Actively supports the achievement of the company and business unit’s goals and objectives by providing assistance to Aggregate Resource Development (ARD) Manager & Project Manager regarding land use project management practices, policies and methodologies.
- Collaborates across company and supports consistent technical practices. Adheres to policies, procedures and standards that protect the company’s assets.
- Promotes and protects Teichert’s values including diversity, teamwork, fair work environment and respect of others in order to maintain a “team” spirit within the business unit and on project teams; works and cooperates with other disciplines across company lines to ensure maximum and best uses of Teichert resources.

ESSENTIAL JOB FUNCTIONS AND BASIC DUTIES:

a. Assists in obtaining all necessary Materials Division land use entitlements for company use. Ensures that all existing land use entitlements are kept valid and file is properly maintained.
b. Assists in the annual mining facilities inspections and filing of Surface Mining and Reclamation Act (SMARA) reports and Financial Assurance Bonds.
c. May help create land use presentations to be given by others at various agency and community groups.
d. Participates on special projects and research as needed.
e. Assists the ARD Manager in preparation of necessary budgetary, annual plans and special project documents.
f. Assists the Project Manager in coordinating mine site visits with public and private sector officials, school children and neighborhood special interest groups.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Other similar or additional duties are performed as assigned.
QUALIFICATIONS:

EDUCATION: Bachelor’s Degree in process (minimum 1 year in core classes) in City & Regional Planning, Urban Planning, Project Management, Public Administration, Real Estate, Political Science, Geography, Physical Science, Mine Science or an equivalent combination of training, education and experience.

KNOWLEDGE: Introductory knowledge of land use planning, permitting processes and procedures, and CEQA. Knowledge of SMARA is beneficial but not required.

SKILLS/ABILITIES:
- Intermediate computer software skills including Word, Excel, Powerpoint and Outlook.
- Must demonstrate adequate verbal and written communication skills.
- Must demonstrate patience as well as the ability to work well under pressure, remaining composed and professional.
- Must demonstrate the ability to maintain a high level of confidentiality.
- Must demonstrate strong organizational skills and time management practices.
- Must demonstrate strong attention to detail.
- A valid Driver’s License and the ability to maintain an acceptable driving record.

PHYSICAL DEMANDS - Employees may occasionally experience the following physical demands for extended periods of time:

Sitting for long periods of time working at the computer, driving to meetings or project sites. Viewing of computer monitor. Keyboarding; use of fingers to make small movements such as typing and mouse usage. May stoop, bend, kneel, climb a ladder or stepstool. May lift materials and/or equipment up to 25 lbs. Mine site tours may require walking on uneven ground, exposure to loud noise, high levels of dust and fumes and exposure to inclement or extreme weather conditions.

WORK ENVIRONMENT

Typical office environment with adequate temperatures and lighting, low levels of noise. Demands of meeting tight deadlines. Occasional site visits may require walking on uneven ground, exposure to loud noise, high levels of dust and fumes and exposure to inclement or extreme weather conditions.

SALARY

- This is a paid “temp” position in which an intern must apply through Apple One.
- Hourly salary to be discussed/determined prior to agreement to begin work.

CONTACT

Michael Smith
Aggregate Resource Development Manager
msmith@teichert.com
(916) 484-3307