



THE FACTS

TITLE: Site Foreman Intern

COMPANY: Metro Pavers Inc.

WORKHOURS: 40 Hours / Week

WORKDAYS: Monday – Friday

DATES: June 1st – August 21st

WAGE: \$15.00 / Hour



FOR MORE DETAILS CONTACT METRO
PAVERS @ **319-351-8800** OR CHECK OUT
OUR WEBSITE

WWW.METRO-PAVERS/CAREERS

METRO
PAVERS, INC



Paving Excellence For Over 50 Years



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INTERNSHIP PROGRAM

SITE FOREMAN



PROGRAM OVERVIEW

This internship program is designed to provide interns classroom training, site training and hands-on experience with the goal of expanding the intern's understanding of the expectations of the workplace within a safe workplace environment. This program shall teach interns an in-depth knowledge of safety in the workplace, including First Aid certification by the National Safety Council. Furthermore, this program shall teach interns, soft skills such as effective team building and leadership skills. Additionally, this program shall teach interns a basic knowledge of math, tape measure reading skills, concrete properties, tools, and materials. Finally, interns shall learn how a Site Foreman sets up construction sites required for concrete paving projects along with techniques and procedures required for finishing works. Below outlines the description of the internship and timeline with key milestones.

SCHEDULE

WEEKS 1-3: WORKPLACE ORIENTATION AND SAFETY TRAINING

➤ **END OF WEEK-3 KEY MILESTONE-**

Intern knowledge is confirmed through classroom testing and through intern and trainer interaction; Intern is tested and certified from the National Safety Council in First Aid, CPR and AED applications.

WEEKS 4-5: BASIC CONCRETE KNOWLEDGE & ON-THE-JOB SAFETY

END OF WEEK-5 KEY MILESTONE-

Intern knowledge is verified on concrete basic properties, basic tools and materials required for paving projects; Intern learns the interrelationship of the paving industry and communities; Intern demonstrates basic math and tape measure reading skills required in the paving industry and learns effective leadership and team building skills; the intern must demonstrate knowledge of the required PPE, its importance and proper donning methods and the safety precautions required on construction sites.

CLASSROOM TRAINING

- Learn basic concrete properties and their importance within the paving industry
- Communities and how the paving industry supports them
- Basic math, tape measure reading, and financial implications within the paving industry
- Effective Leadership Communication Strategies
- Being an Effective Team Member
- Preparing for Effective Business Meetings

HANDS-ON TRAINING

- Learn the required tools and materials required for paving projects
- Experience what Personal Protective Equipment (PPE) is, their importance, and how to properly don PPE
- Experience what safety precautions are required of an employee on the construction sites
- Experience the application of tools and materials on the construction sites

WEEKS 6-9: HANDS-ON TRAINING OF JOB ORGANIZATION

END OF WEEK-9 KEY MILESTONE

Intern must demonstrate knowledge of site tools and materials required for a site setup; demonstrate tape measure reading skills, PPE donning, safety procedures on construction sites and demonstrate basic knowledge of hands-on finishing techniques.

HANDS-ON TRAINING

- Learn how a Site Foreman organizes site tools and materials required for a site setup
- Learn hands-on experience how a paving project site is setup
- Learn hands-on basic finishing techniques and their importance within the paving industry
- Apply tape measure reading skills
- Apply proper PPE donning and demonstrate safety procedures on construction sites

WEEKS 10-12: USING YOUR NEW SKILLS

END OF WEEK-12 KEY MILESTONE

Apply hands-on concrete finishing techniques and demonstrate a basic knowledge of the proper application of those techniques and learn their importance within the paving industry; demonstrate proper use of safety Personal Protective Equipment and safe work procedures.

Upon successful completion of Internship Program, Intern is presented with a Certificate of completion and a participation gift from the company