

Nomlaki Technologies is a tribally-owned 8(a) certified small business that delivers design and construction services to governmental and commercial clients nationwide.

Nomlaki Technologies is actively seeking a **Construction Intern** to support our Community Center Project in Corning, California. As a Construction Intern, you will have exposure to a variety of construction management areas, and have the opportunity to work in these areas based on your skills and interests. You will be working in an incredibly fast-moving business and will have the opportunity to make valuable contributions.

This internship is a paid opportunity for a duration of 12 weeks. The work schedule will be approximately 40 hours a week dependent on workload and your school schedule.

Additional responsibilities include:

- Assisting with field execution support of construction projects
- Assisting with estimating, developing bid packages, issuing RFI's, and coordination of submittals
- Observing and supervising construction activities
- Assisting with project close out activities
- Learn about the Support of our Field Staff
- Interacting with design professionals and construction management teams
- Assisting with tracking and forecasting project budgets
- Assisting with safety enforcement
- Organizing and attending project meetings
- Performing other duties as assigned

What are we looking for?

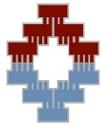
- Pursuing a certificate or college degree in Engineering, Construction Management, or other related field from accredited program
- Proficient with Microsoft office suite
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability to organize, multi task, prioritize and work under pressure

How to apply:

To apply for this position, please submit application below to Jodi Rosenberger, Jodi.Rosenberger@Tepa.com.

While we appreciate all applications, only those candidates selected for interview will be contacted.

As a tribally owned enterprise, Nomlaki Technologies provides preference in filling vacancies to enrolled members of the Paskenta Band of Nomlaki Indians, their descendants, and members of other federally recognized Native American tribes or First Nations in North America.



Tepa, LLC

EMPLOYMENT APPLICATION

GENERAL INFORMATION

Position(s) Applied For: _____

Name of Applicant: _____

(First)

(MI)

(Last)

Address: _____

City: _____ State: _____ Zip: _____

Contact #'s: _____ Email: _____

Type of job desired: Full Time _____ Part Time _____ Temporary _____

Date available for employment: _____ Salary Requirements: \$ _____

Tepa provides preference in filling vacancies to enrolled members of the Paskenta Band of Nomlaki Indians, their descendants, and members of other federally recognized Native American tribes or First Nations in North America. If you are a member of one of these groups please specify here _____.

Have you ever pleaded "guilty," "no contest," or been convicted of a crime? Yes ___ No ___

If yes, give dates and details: _____

Answering "yes" does not constitute an automatic rejection for employment.

Education

High School: _____ Address: _____

From: _____ To: _____ Years completed: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes ___ No ___ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes ___ No ___ Degree: _____

Licenses and Certifications

PLEASE ATTACH LICENSE AND CERTIFICATIONS

PREVIOUS EMPLOYMENT (Begin with Most Current Position)

Dates of Employment: From: _____ To: _____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title _____
Reason for Leaving: _____
May we contact this employer for a reference? Yes ___ No ___

Dates of Employment: From: _____ To: _____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title _____
Reason for Leaving: _____
May we contact this employer for a reference? Yes ___ No ___

Dates of Employment: From: _____ To: _____ Position(s) Held: _____
Firm: _____ Address: _____
Phone: _____ Supervisor: _____ Title: _____
Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title _____
Reason for Leaving: _____
May we contact this employer for a reference? Yes ___ No ___

CERTIFICATION

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____

Employment with Tapa, LLC is at will. We are an Equal Opportunity Employer