



## **Construction Management Internship Program - Field Superintendent Track**

**Location:** Englewood, CO

Internships available for Fall and Winter 2025 or Summer 2026, lasting three to six months. Start dates will vary based on semester schedules and individual internship preferences.

### **Program Duration:**

Adjustable based on academic schedule or company needs, but preferably 12 weeks or more.

---

### **Program Objectives:**

- Provide interns with real-world experience in commercial construction.
- Introduce interns to key concepts in estimating and project management.
- Foster understanding of how field operations, office coordination, and subcontractor relationships work together to complete projects.

---

### **Target Intern Profile:**

- Students in Construction Management, Civil Engineering, or related fields.
- Strong interest in field operations and construction leadership.
- Seeking a future role as a Superintendent

---

### **Program Structure:**

#### **Week 1: Orientation & Introduction**

- Review Core Values, Vision, and Mission Statement
- Discuss company history and key markets.
- Introduction to software, company policies, and staff.
- Introduction to field protocols, safety procedures, and daily reporting tools.
- Overview of the construction process from bid to closeout.
- Introduction to Superintendent responsibilities and how they align with the project team.
- Assign Field Superintendent Mentor.

---

#### **Weeks 2–6: Field Operations Phase 1**

##### **Learning Objectives:**

- Learn site logistics, layout procedures, and jobsite organization
- Observe safety programs and QA/QC implementation
- Understand how daily and weekly tasks are scheduled and executed

##### **Sample Tasks:**

- Assist in maintaining the daily log and tracking crew activity
- Participate in subcontractor coordination meetings and site walks
- Support layout, site prep, and early construction activities

---

#### **Weeks 7-11: Field Operations Phase 2**

##### **Learning Objectives:**

- Learn schedule management tools and sequencing logic
- Understand punch list procedures, inspections, and turnover
- Observe leadership and problem-solving on active jobsites

##### **Sample Tasks:**



- Assist with 3-week look ahead schedules.
- Help with quality control walkthroughs and inspections
- Support project closeout tasks including punch list tracking

---

**Week 12: Wrap-up & Evaluation**

- Intern presentation: what they learned and project contributions.
- Exit interview and feedback session.
- Certificate of completion and potential employment discussion (if applicable).

---

**Ongoing Throughout Program: Mentorship & Training**

- Weekly check-ins with assigned mentor.
- Lunch-and-learn sessions with different departments (safety, accounting, site supervision).
- Shadowing opportunities with different staff members.

---

**Key Outcomes:**

By the end of the internship, the intern will:

- Have a solid understanding of superintendents' role
- Understand field scheduling, safety compliance, and subcontractor coordination
- Be confident reading drawings, tracking work in the field, and managing quality
- Be better prepared for a full-time role as a Field Engineer or Assistant Superintendent
- Opportunity to for future career with Maxwell

**Interested?** Please forward a resume and cover letter to [estimating@maxwellbuilders.net](mailto:estimating@maxwellbuilders.net).