



**GARRETT INTERNSHIP PROGRAM- GIP  
FIELD CONSTRUCTION INTERN  
JOB DESCRIPTION**

Title: Field Construction Intern

Reports To: Director of Field Operations and Superintendent(s) and Assistant Superintendent(s)

Location: Aurora, Colorado or Castle Rock, Colorado

**Summary:**

The Field Construction Intern will assist the Field Construction Team on a construction site. The primary goal for a Field Construction Intern, is to gain a comprehensive understanding of site-specific activities required for a successful project completion and experience in all areas of managing a construction site.

**Major Objectives:**

- Coordinate, assist, and communicate with team to successfully execute on-site tasks required to complete a successful project.
- Maintain positive relationships with all Garrett Companies personnel, including the entire design team, contractors, suppliers, subcontractors and all applicable municipal representatives.
- Promote job-site safety, encourage safe work practices and rectify any job site hazards immediately.
- Assist with the execution of site-specific tasks as assigned.

**Specific Duties & Responsibilities:**

- Actively complete on-site tasks as assigned to achieve completion of the project on schedule, within budget with quality workmanship that conforms to the plans and specifications.
- Tasks may include a range of duties, including minor repair, punch list creation and completion, and site maintenance.
- Demonstrate commitment to Injury-Free Environment through own actions.
- Maintain an organized job site and site construction office.
- Foster a positive work environment to provide an opportunity for professional growth and development of employees.



Required Skills:

- Proficient in Microsoft Office Suite.
- Must be an excellent verbal and written communicator.
- Ability to handle multiple tasks and for multiple projects.
- Ability to work independently and with team of professionals as needed.

Required Education:

- Currently enrolled in Bachelor's or Master's degree in construction, construction management, or some other relevant field.

Prerequisites (these are the most important items):

- Positive attitude.
- Extremely detail oriented.
- Relentless problem solving skills.
- Ability to anticipate.
- Must understand the difference between causation and correlation.
- Like our entire team, you must be a "broom pusher.". Every member of our team is willing to work and support at all levels, and we expect the same from our interns.

Additional Details:

Program Contact:

Anna Larson  
Communications Manager  
[anna@thegarrettco.com](mailto:anna@thegarrettco.com)  
(317) 730-7709

Opportunity to work up to 40 hours per week at \$14 per hour  
12 week program

Start date: May 17, 2021

End date: August 13, 2021

Comprehensive program – see full program details at [www.thegarrettco.com/gip](http://www.thegarrettco.com/gip).