



**GARRETT INTERNSHIP PROGRAM
CONSTRUCTION ADMINISTRATION INTERN
JOB DESCRIPTION**

Title: Construction Administration Intern

Reports To: Director of Construction Administration

Location: Colorado Office – Castle Pines, Colorado

The Construction Administration Intern will primarily focus on assisting in walking units and creating punch list items during the turnover process from Construction to Property Management. The Construction Administration Intern will also serve as a support resource and assist the team with visiting jobsites and gathering information on projects in the Colorado market.

Major Objectives:

- Collaborate with Construction Administration team
- Walk units to verify for outstanding items and items that need touched up.
- Assist in ensuring projects are built to plan and delivered to the owner in accordance with project goals and expectations.
- Assist in reviewing, tracking, and reporting progress of project(s) to ensure overall schedule is maintained and accurate.
- Work in unison with a team of professionals internally and externally who have responsibilities and roles in Construction, Development, and Management.

Specific Duties & Responsibilities:

- Assist in reviewing plan sets prior to construction to identify and report on coordination conflicts, potential design deficiencies and compliance with corporate standards.
- Participate in design meetings to understand design decisions and advocate for Development during construction.
- Walk units and work in collaboration with construction team.
- Actively participate in the project turnover process from construction to owner and management team by communicating dates for FF&E deliveries and apartment move-ins.
- Openly communicate and coordinate with Investments, Development, Construction, and Management Departments.
- Foster a positive work environment to provide for the professional growth and development of employees and peers.
- Perform other related duties as required and assigned.



Required Education:

- Currently enrolled in Bachelor's or Master's degree in construction management or some other relevant field.
- Must be proficient in Microsoft Office Suite.
- Must be an excellent verbal and written communicator.

Prerequisites (these are the most important items):

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

Program Contact

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More Information and Link to Apply

Thegarrettco.com/gip

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