



GARRETT INTERNSHIP PROGRAM PRECONSTRUCTION INTERN JOB DESCRIPTION

Reports To: VP of Preconstruction and Preconstruction Team

Location: Corporate Headquarters – Greenwood or Carmel, Indiana or Denver, CO

The Preconstruction Intern works in unison with the Preconstruction Team to review, document, understand, and deliver buildable plan sets that are within established budgets. The Preconstruction Intern assists with multiple projects by studying plans, performing on-screen takeoffs, and quantifying materials and scopes of work.

Major Objectives:

- Understand the role Preconstruction provides as a critical link between the Development and Construction teams.
- Ensure all plans meet the intent of Development and verify the project is constructible.
- Assist with tracking plans throughout the entire process.
- Assist with the procurement of subcontractors for their assigned projects.
- Ability to become proficient in Bluebeam.

Specific Duties & Responsibilities:

- Perform plan quantity take-offs and provide accurate documentation.
- Use quantity takeoffs and past cost data to develop initial budgets.
- Assist in the bid process, subcontractor coordination, and other related activities.
- Understand Garrett Standards and inspect plan sheets to ensure they are being achieved.
- Support Preconstruction Team with additional duties as assigned.

Required Skills:

- Strong Microsoft Office Suite skills.
- Strong written and verbal skills.
- Multitasking while remaining detail oriented.
- Ability to work independently as well as with a team of professionals.



Required Education:

- Currently enrolled in a Bachelor's or Master's degree in construction, construction management, or construction technology.
- Must have a current GPA of 3.0 or above.
- Experience with marketing, public speaking, and presentations is a plus.

Prerequisites (these are the most important items):

- Positive attitude.
- Relentless problem-solving skills.
- Will never claim the work of others as their own.
- We are trend setters and standards breakers. Our intent is to consistently surprise our audiences by being excellent.
- Ability to anticipate.
- Understanding the difference between causation and correlation.
- We are all broom pushers. Every member of our team is willing to work and support at all levels.

Program Contact

Anna Larson – anna@thegarrettco.com – 317-497-8280
Internship Program Director

Time: Summer 2024, May 13 – August 2, 2023

Pay: \$19 / hour in Colorado \$17/ hour in Indiana

[More Information and Link to Apply](#)

About The Garrett Companies

We are a full-service Multifamily Development, Construction, and Management team with offices in Denver (CO), Indianapolis (IN), and Greenwood (IN). Our team of experts works in unison to entitle, develop, and build multifamily projects across the country. We are currently active in 6 states and have completed over 50 projects in 17 states. After delivering over 12,000 apartment homes since 2014, we have become industry leaders in forecasting trends and delivering living options that find quick success in the marketplace. Our proprietary market research criteria paired with a disciplined business model reduces risk and allows us to create desirable, high-end multifamily housing that produces superior risk-adjusted returns. As a complement to high-end multifamily developments, we also specialize in mixed-use, retail, office, and restaurant development.