



GARRETT INTERNSHIP PROGRAM CONSTRUCTION INTERN JOB DESCRIPTION

Reports To: Project Manager and Construction Team

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

The Construction Intern works in unison with project managers and project engineers to ensure that a full range of construction activities are completed successfully and efficiently.

Construction interns assist with multiple projects in various stages of pre-construction, course of construction, and closeout. The construction internship will be an opportunity in a project management office role.

Major Objectives:

- Gain general user knowledge of construction management software.
- Support construction team with subcontractor coordination, material tracking, file management, document control, and progress reporting.
- Gain working knowledge of construction project staging.
- Ability to set up new projects in construction management software systems.
- Understand the various roles and responsibilities of the office and site construction team positions.

Specific Duties & Responsibilities:

- Become proficient in Procore and assist with specification books, daily observation reports, documentation, drawing sets, submittals, and punch lists.
- Support office and on-site construction teams.
- Perform plan takeoffs.
- Assist with bid analysis, schedule, scope review, and contract drafting.
- Assist in generating project reports to site team and subcontractors.

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.

Travel

- Traveling to different job sites may be part of this internship. Expenses will be covered by the company.

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

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

Program Contact

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Director of Marketing

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Communications Associate

More Information and Link to Apply

Construction Internship: <https://jobapply.page.link/uD4ms>

Field Construction Internship: <https://jobapply.page.link/FKB8c>

About The Garrett Companies

We are a full-service Multifamily Development, Construction, and Management team with offices in Denver (CO), Franklin (TN), 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.