



Overview

Monadnock Construction has been in business for over 45 years and is based in downtown Brooklyn. We have grown to become one of the largest contractors in the New York City market and are especially active in the construction of large-scale affordable housing projects.

Monadnock's summer internship program focuses on affordable housing and will provide students with direct exposure and experience working on the various components of managing a new large-scale, multifamily construction project in East New York throughout several stages.

We're seeking hard working students from within the East New York community who are serious about a future in the field of construction and are interested in gaining a wider view of the construction industry through hands-on experience in a variety of challenging tasks.

Schedule and Pay

Our summer internship program runs a full 8 weeks from Monday, June 10, 2024 through Friday, August 2, 2024. These dates can be flexible dependent upon the student's availability and progress stage of the project.

The program is based on a full-time, 40-hour schedule, Monday through Friday 7:00am – 3:00pm. Actual working hours may vary depending upon project development and individual work needed.

Our hourly rate ranges from \$20 - \$25 per regular worked hour, dependent upon prior experience, if any.

Interns will be provided with OSHA training along with any other safety certifications related to their duties during internship hours. Interns will also attend our monthly, company-wide technical training seminars and presentations.

Up to **3** interns will be selected for inclusion in this program and will be staffed on the same project, working side by side.

Project

Innovative Urban Village (IUV) is a new construction project in partnership with the Christian Cultural Center (CCC), Gotham Organization, Monadnock Development, and Practice for Architecture Urbanism DPC (PAU).

Based in East New York on the existing 10.5-acre site currently occupied by the CCC church and parking lot, IUV will offer affordable housing along with numerous purpose-built community services providing civic, spiritual, educational, cultural, and economic opportunities.

Phase one of the project includes the construction of two residential towers of 386 affordable apartment units. Over the next 10+ years the entire development will provide 2,000+ affordable apartment units and include additional services such as a performing arts center, medical facility, vocational training site, athletic facilities and acres of open, accessible, public space will be added to the location to create an expansive "urban village".

Location

The internship will be based at the IUV jobsite located at 12020 Flatlands Avenue, Brooklyn, NY 11207. Additional visits to Monadnock's home office located in Gowanus, Brooklyn may be required throughout the internship for training and development opportunities.

Responsibilities

The intern will be exposed to and develop a deeper understanding of Monadnock's specific approach to various aspects of construction management by meeting with and shadowing several directors and staff responsible for Pre-Construction, Project Management, MEP, and Safety and Risk Management.

After completion of OSHA training, the intern will then transition to the job site to learn Monadnock's construction practices and procedures through various work assignments which may include:

- Attending, taking minutes, gathering documentation, uploading, and following up on action items for various internal and external meetings, including pre-shift and on-site meetings with trades, OAC and monthly requisition meetings, and MEP coordination meetings.
- Participating in daily job site walks with safety team members, project superintendents and project staff members.
- Assisting Superintendent in daily reporting of personnel counts, equipment management, delivery logging, and lists for work completion and inspections.
- Training in project management software, Procore, to keep track of on-site documents and permits as well as organization of project documents and scopes.
- Observing and assisting in new worker orientations
- Working closely with Superintendent to document work progress through daily checks, daily reports and site and progress photos.
- Participating in QC inspections and assisting with checklists and follows up as requested by the Superintendent for various components of the building and process, such as foundation elements, structure, exterior wall, mechanicals, pre-sheetrock checklists, and finish punch lists.
- Reviewing, maintaining, and submitting contract documents, submittals, RFIs, contract scopes and various documentation.
- Assisting Superintendent with review of overall schedule and coordination of work, including preparation of 2-week (and beyond) look-aheads.
- Observing and maintaining site safety by actively walking the project with the Superintendent and noting site conditions.

Feedback and Performance Reviews

Interns will receive informal feedback throughout the course of the internship in daily and weekly meetings and check ins with their direct Supervisor and/or assigned project mentor.

Formal feedback will occur at both the midpoint and end of the internship, in a 1:1 performance review with the Supervisor. The intern will then meet with one of our Principals to provide their overall impression of the internship and discuss their future aspirations in the construction



industry, including the opportunity to discuss interest in future full time employment opportunities within Monadnock, when applicable and available.

Requirements

- Must be currently enrolled in Engineering, Construction Management or similar program
 - Internship is open to all student levels, and permanent employment opportunities may be offered to those nearing graduation based on internship performance.
- Prior experience or exposure to construction industry is a plus
- Students must be based in or residing in communities in the East New York area

Skills & Experience

- Punctuality
- Comfortable in a front facing, highly interactive and communicative role that interacts with multiple teams and internal and external contacts
- Strong written and verbal communication skills
- Strong time management skills, including the ability to manage multiple directions and tasks with conflicting deadlines
- Prior experience working in BlueBeam and ProCore preferred

Application Instructions:

Please submit a copy of your resume and a cover letter to jwells@moncon.com to be considered for this opportunity.

All applications and materials must be received prior to the deadline on **December 22, 2023.**