

CREC Construction Services

Proposed Summer Intern Program June 2014 – August 2014

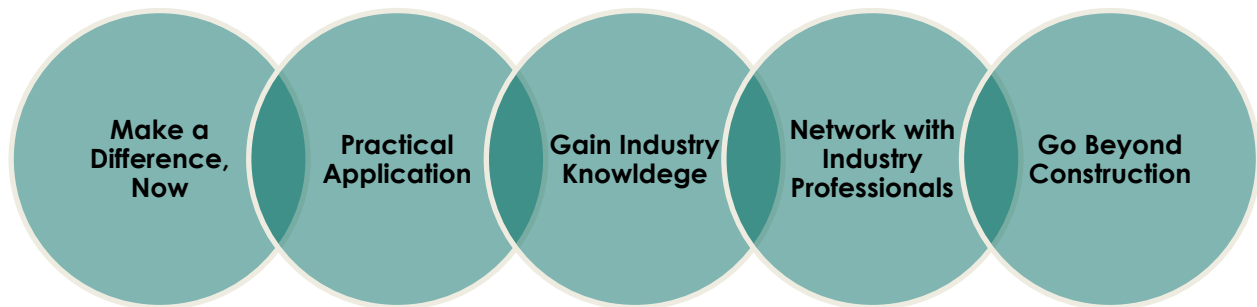
Why CREC?

For over a decade, CREC has provided value-added construction consulting services to our clients. We are unique among project management providers because of the non-profit nature of our organization, and because we have actually operated numerous public schools for many years.

Our current portfolio includes:

- Over \$1 Billion in project values
- 20+ ongoing projects in different phases
- Work internal to CREC and within the State of Connecticut
- Growing Energy Efficiency Construction Program

Program Goals



Two Paths

Superintendent/Clerk of the Works

- Attend all job-site meetings in conjunction with or without the PM.
- Provide reports of on-site matters, including thirdparty inspections, progress, safety concerns.
- Supervise Move Coordination of Furniture, Fixtures and Equipment from temporary school spaces to New Schools.
- Review contract documents, architectural drawings and specifications
- Monitor and Quality inspect work of construction contractor

Project Controls/Controls Accountant

- Work with Project Managers to assist in managing project documentation and procure project reports
- Assist in coordinating financial closeout of all project contracts
- Maintain construction project budget records with up to-date data
- Review vendor invoices and payment applications and deal with potential issues with vendor
- Ensure CREC accounting system financial results are accurate and reflect cash received and invoices paid

Proposed Program Schedule

Week #	Goal	Professional Development Event
Week 1	Introduction to CREC Construction, Mentor and Project Assignment	7-Habits of Highly Effective People
Week 2	Understand Continuous Improvement and Process Management	Principles of Continuous Improvement
Week 3	Learn and Apply Project Management Process	Overview of the PMI Process
Week 4	Understanding a Project Budget and Schedule	Project Budgets & Scheduling
Week 5	Learn about Chapter 173, understand State milestones, form submissions	CT State Statutes and Process
Week 6	Understand quality procurement policies	Decoding Procurement
Week 7	Understand what makes a good contract vs a poor contract	How to Develop an Effective Contract
Week 8	Learn about the process of site acquisition	Complexities of Site Acquisition
Week 9	Understand the principles of school design and the process	School Design Principles and Process
Week 10	Learn about energy efficiency programs, benefits/drawbacks	CT Energy Efficiency Programs
Week 11	Understand how to deliver concise presentations, develop effective slides	How to Deliver an Effective Presentation
Week 12	Present Projects, Close and Transfer any lingering activities, Celebrate Accomplishments	End of Summer Celebration

Intern Project

Interns will develop and implement a project over the 12 week program that makes an immediate difference for CREC Construction Services. Ultimately, interns will present their project to CREC Executive Managers.

Sample Projects:

- Supervise move coordination of furniture, fixtures, and equipment from temporary school spaces to new schools.
- Create/Revise template documents for PMBOK practices
- Developing and implementing a new documentation procedure
- Research ISO 9001 and propose plan for implementing procedures
- Implementing BIM for Quality Assurance
- Creating a best-practices resource guide

Room for Growth

CREC Construction Services is looking to expand its staff within the next year. Talented and hardworking candidates will be encouraged to apply for full-time positions.

March 21, 2014

The Capitol Region Education Council Construction Division is currently managing over 20 school construction projects with total value of over \$1B. We are seeking interns to work with Project Managers and Project Controls staff. These are entry level part-time positions, but have the potential to become permanent for talented, hardworking candidates who want to be part of our team.

These internship positions are on two tracks, with characteristic duties as listed:

<u>Superintendent/Clerk of the Works</u>	<u>Project Controls/Controls Accountant</u>
Monitor and Quality inspect work of construction contractor for assigned projects	Maintain construction project budget records with up-to-date data, including issued purchase orders, approved invoices, check payments to vendors, cash requests from the State (ED046), and wire payments
Review contract documents, architectural drawings and specifications in order to maintain familiarity with assigned projects.	Review vendor invoices and payment applications for mathematical accuracy and comparison to prior invoices and signed contracts; identify any inaccuracies or potential issues with each vendor invoice submission
Supervise Move Coordination of Furniture, Fixtures and Equipment from temporary school spaces to New Schools.	Work with Project Managers to assist in managing change orders, tracking/collecting lien waivers, producing project reports and other work as necessary
Provide reports of on-site matters, including third-party inspections, progress, safety concerns, and causes for delay to CREC Sr. Project Manager	Ensure CREC accounting system financial results are accurate and reflect cash received and invoices paid in the correct projects and accounts; reconcile results to budget records; propose journal entries as needed
Attend all job-site meetings in conjunction with or without the CREC PM.	Assist in coordinating financial closeout of all project contracts with architect, consultants, construction manager.

The following skills and levels of study/achievement are required for both tracks:

- Current undergraduate, graduate student or to graduate and are pursuing a major in a Construction Management degree program and who has completed at least two years of study
- GPA of 3.0 or above
- Excellent written and oral communication skills, and interpersonal skills to excel in a fast paced environment
- Organizational skills that demonstrate a high level of attention to detail, with the ability to prioritize workload
- Proficiency with MS Office tools and Sharepoint; PMI and or PMP and experience with Primavera P6 a plus

Contact Gregg Blackstone (860-524-4073; gblackstone@crec.org) or Doug Rogers (info shown below) for more information.