



Posting Date: August 11, 2020

Position: Project Manager

Lakehead Constructors, Inc is seeking an experienced Project Manager to join our industry leading Mining Division. In addition to the following general position requirements, the ideal candidate for this group will have 5+ years of experience managing mining or heavy industrial repairs/projects, understands union contracts and manages work accordingly, is a self-driven individual who takes initiative and strives for continual improvement, is ready to put forth the efforts required to support successful projects in a complex and dynamic work environment.

Position will be based in either our Aurora, MN office in northeastern Minnesota or in our Superior, WI office. The position will report to the Senior Construction Manager and VP of Construction.

Lakehead Constructors, founded in 1916, is a General Contractor with offices in Superior, WI and Aurora MN. Our employees earn competitive pay, outstanding benefits and enjoy challenging work.

Please see full description of the position's duties, responsibilities and qualifications that follows.

**Lakehead Constructors, Inc. is an Equal Opportunity Employer**

To apply, please email your resume and cover letter to:

**[careers@lakeheadconstructors.com](mailto:careers@lakeheadconstructors.com)**

General Contractors and Equipment Rental Specialists  
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An Equal Opportunity Employer*

Lakehead Constructors, Inc.  
Job Description

**JOB TITLE: PROJECT MANAGER**

SOC CODE:	11-9021	WAGE LEVEL:	Salaried
EEO-1 CLASS:	First/Mid-Level Manager	LOCATION:	Main, Aurora MN Office
DEPARTMENT:	Construction	SUPERVISOR:	Sr. Construction Manager VP of Construction

**SUMMARY:** The Project Manager (PM) oversees the execution and management of all construction projects assigned to the position. This position may also be the primary client point of contact regarding customer relations and marketing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following (other duties may be assigned as required):

**Project Management Skills**

- Responsible to coordinate work-flow and communicate clearly so that all project staff members know their roles and duties as part of the overall project team.
- Develops and maintains a positive and collaborative relationship with the engineering/architect team assigned to the project and establishes the proper flow of communication/documents between the parties, including purchase orders, RFI's, change orders and project meeting minutes.
- Oversees that the proper office and field staffing is in place for the project as required.
- Ensures good communications with Field Supervision and Project Engineers to ensure that current plans and specifications are used, that the materials and equipment required by the project are on site, and that compliance with client and Company requirements are being met.
- Ensures Safety processes and controls are communicated and implemented and proper QA/QC standards and ISO 9001 procedures required for the project are implemented.
- Controls subcontractor selection and monitors performance.
- Monitors the proper equipment and tool usage, control, and reporting for the project.
- Provides leadership, coaching, and mentoring to ensure a positive team atmosphere. Takes corrective action, as needed.

**Project Financial Oversight and Responsibility**

- Work with the estimating department to develop estimates/bid.
- Development of the project budget and ensures it is entered into Viewpoint.
- Reviews the customer's contract with the Vice President-Construction to ensure that it is approved for use on the project.

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- Before and during the project, is continually assessing risks, or any deviations from the established project plan.
- Reviews and approves all project subcontracts, purchases, timesheets, and expense reports. Timely completes the AP unapproved invoices.
- Responsible for ensuring timely billing of customer invoices and following up on collections, when required.
- Works to control tool losses, ensures tool transfers are being completed, and monitors 'hold' accounts.
- Regularly monitors and controls the project costs and reports to the Vice President-Construction on status. Addresses deviations from the plan and submits change orders, as required, for out of scope work.
- Assembles and reviews the final project unit costs to be used as reference for future bids.
- Completes a project close-out meeting.

**Customer Relationship Management**

- Acts as the primary point of contact between the Company and the customer.
- Establishes a clear understanding of the reports and information expected by the customer, and timely submittal is completed.
- Is responsible to continually communicate the customer's expectations (especially as unexpected changes occur) to the entire project team.
- Keeps the Vice President-Construction involved in any critical situations that involve the owner.
- Follows up with the owner after the project is complete to ensure their satisfaction.

**Administrative Skills**

- Completes required reports and paperwork in a timely manner using appropriate software and tools.
- Makes sure the project is set up correctly, is entered into Viewpoint and at completion organizes files for future reference.
- Project Schedule – Makes sure a project schedule is established and shared/updated with the appropriate parties.
- At project completion, oversees preparation of the final project punch list for owner's review and ensures the punch list work is properly completed.

**Miscellaneous Duties**

- Maintains a clean, neat and safe work area.
- Wears all assigned PPE and observes Company/client safety requirements at all times.
- Due to customer service demands, regular and reliable attendance is required.
- Completes all related reports and paperwork in a timely manner.
- Represents the Company in a positive, professional manner at all times.

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**QUALIFICATION REQUIREMENTS:** To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Undergraduate degree in Engineering or Construction Management preferred.

Five to ten years of experience in estimating and managing heavy industrial projects with an emphasis on equipment installation/erection and civil/structural work.

A combination of education and experience will be considered in lieu of a degree.

**Language Skills:**

Ability to read, comprehend and write complex instructions, professional correspondence, emails and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Computer Skills:**

Computer literate with the ability to become proficient with any software deemed necessary to perform position duties as determined by the company. Proficient with office productivity software such as Microsoft (MS) Outlook, Word, and Excel. Proficiency with project controls and scheduling software (Primavera and/or MS Project) is a requirement. ViewPoint Construction software experience a plus.

**Mathematical Skills:**

Ability to add, subtract multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certifications, licenses, registrations:**

Professional Engineering registration is preferred but not required.

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**Other skills and abilities:**

Ability to accurately read and comprehend project drawings, specifications and codes. This position also requires an understanding of effective people skill techniques and the ability to use appropriate skills as needed. The ability to positively impact situations to produce positive outcomes is critical.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required sit and stand; to use their hands to feel objects, tools, or controls; reach with arms and hands; and talk or hear. The employee is regularly required to walk within plant locations and climb stairs. The employee must occasionally lift and/or move up to 25 lbs.; rarely lift and/or move 50lbs. up to 100 lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in a professional office setting. When performing field project responsibilities may occasionally work near moving mechanical parts/equipment and in outside weather conditions; working in high, precarious places, wet and/or humid conditions; fumes, or airborne particulates; extreme cold or extreme heat; near risk of electrical shock and vibration.

Noise level in the office work environment is low, field project noise levels can be moderate to loud.

Appropriate safety equipment must be worn/used in all situations.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this position. The essential duties and responsibilities of this job may also be modified to provide suitable, gainful employment to those individuals who have been released to return to work with temporary or permanent restrictions.**