



Posting Date: February 22, 2021

Lakehead Constructors is recruiting for the position of Project Engineer. Looking for someone with limited to 3 years of project / field engineer experience. Position will be based in our Superior, WI office in northwestern Wisconsin. The position will report to the 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)**

Lakehead Constructors, Inc.  
Job Description

**JOB TITLE: PROJECT ENGINEER**

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SOC CODE:	17-2110	WAGE LEVEL:	Salaried
EEO-1 CLASS:	PROFESSIONAL	LOCATION:	Main, Aurora, MN Office
DEPARTMENT:	Construction	SUPERVISOR:	Project Manager Sr. Construction Manager

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**SUMMARY:** The Project Engineer assists in the execution and management of all construction projects assigned to the position. This position may also be a client point of contact regarding customer relations and marketing.

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

- Assists Project Managers in the daily tasks of a construction project including ensuring safe work performance, meeting and exceeding Owner's expectations, quality work, performing the work on budget, and meeting the project schedule.
- Communicate effectively with clients and team members to ensure that current plans and specifications are used and that the materials and equipment needed by the field are on site.
- Track equipment usage and update production quantities on a weekly basis.
- Read and comprehend project drawings
- Prepare cost analysis and track change orders, RFI's, and manage scheduling changes.
- Establish and maintain working relationships with vendors and subcontractors
- Other duties as assigned by Project Manager

**QUALIFICATION REQUIREMENTS:** To perform this job 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:**

High school diploma or general education degree (GED); Undergraduate degree in Engineering or Construction Management is preferred; zero to three years of related experience and/or training; or equivalent combination of education and experience.

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**Computer Skills:**

- Computer literate with the ability to become proficient with any software deemed necessary to perform job duties as determined by the company.
- Proficient with office productivity software such as Microsoft (MS) Outlook, Word, and Excel.
- Proficient with project controls and scheduling software such as Primavera and MS Project.
- ViewPoint Management software knowledge.

**Administrative Skills**

- Ability to work well with all levels of employees and management
- Accurate typing skills
- Ability to multi-task and meet deadlines
- Possess great customer service and communication skills
- Ability to work accurately and efficiently
- Excellent organizational skills
- Organized, efficient, and a self-starter.
- Able to work under pressure in a fast-paced environment.
- Able to meet critical deadlines and accommodate extended work hours, as required.
- Able to work with and cultivate the team to improve work processes

**Miscellaneous Duties**

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

**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.

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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.**