



**Posting Date: August 24<sup>th</sup>, 2022**

**Project Manager–Mining Division – Aurora, MN**

*Founded in 1916, Lakehead Constructors, Inc. is a leading construction company in the Twin Ports and Iron Range, providing high-quality construction, management and building services to a wide variety of industries in the Upper Midwest region. With one of the most diverse portfolios in the area, Lakehead specializes in industrial construction, including institutional and commercial, mining and steel, oil and gas, power generation and railroad. Founded on a mission of safety, quality, service and innovation, Lakehead employs a highly skilled, flexible workforce with a passion for providing the highest quality service.*

If you enjoy a fast-paced work environment that offers a wide variety of challenging work, and you have a passion for safety, quality, service and innovation, make Lakehead Constructors, Inc. your next career move. With an opportunity to be a part of a highly skilled construction team and the ability to work on a diverse portfolio of projects, Lakehead offers competitive wages and vacation, as well as an excellent benefit package including health, dental, and retirement.

Lakehead Constructors, Inc. is seeking an experienced Project Manager to join our industry-leading Mining Division. This position is responsible for managing and executing all assigned construction projects. The Project Manager also acts as the primary client point-of-contact for customer relations and marketing. The ideal candidate will be self-driven and strive for continuous improvement in a complex and dynamic work environment.

Required skills include, but are not limited to:

- Project Management Skills
- Coordinate workflow and effectively communicate to project staff members on project details and status

- Develop and maintain a positive and collaborative relationship with the engineering team assigned to the project and establish proper flow of communication / documents between parties, including purchase orders, RFI's, change orders and project meeting meetings
- Effectively communicate with Field Supervision and Project Engineers to ensure that current plans and specifications are used, required materials and equipment are on-site, and ensure compliance with client and Company
- Utilize appropriate safety processes and controls and ensure they are properly communicated and implement in accordance with QA / QC standards, and ensure appropriate ISO 9001 procedures are implemented
- Manage subcontractor selection and monitor performance
- Provide leadership, coaching and mentoring to ensure positive team atmosphere; take corrective action / provide feedback as needed
- Project Financial Oversight and Responsibility
- Work with the estimating department to develop estimates and bid projects
- Develop project budget and ensure it is entered accurately into Construction ERP software (Vista Viewpoint)
- Complete risk assessment and analysis of deviations throughout duration of project
- Review and approve all project subcontracts, purchases, timesheets and expense reports, and ensure timely completion of A/P unapproved invoices
- Ensure timely billing of customer invoices and follow up on collections when required
- Monitor and control project costs and report to Vice President of Operations and Construction and the Sr. Construction Manager on status
- Assemble and review final project unit costs to be used for reference for future bids
- Complete project close-out meeting
- Customer Relationship Management
- Maintain regular communication with customer; effectively communicate customer expectations to project team and Construction leadership
- Follow up with owner after project completion to ensure customer satisfaction
- Complete required reports and paperwork in a timely manner utilizing construction ERP software
- Ensure project schedule is established, maintained and communicated with appropriate parties
- At close of project, oversee preparation of final project punch list for owner's review

- Maintain a clean, neat and safe work area for all project team members
- Lead by example on all safety process and procedures

## **Qualifications:**

### **Education and / or Experience**

Undergraduate degree in Engineering or Construction Management preferred

5+ years of experience managing mining or heavy industrial repairs/projects, understands union contracts and manages work accordingly

Any equivalent combination of education and / or experience will be considered

This position reports to the Aurora, Minnesota office. Qualified candidate must have a valid driver's license, as travel to job sites will be required.

***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.***

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

*Pay is commensurate with education and experience*

**send resume to Human Resources at  
[careers@lakeheadconstructors.com](mailto:careers@lakeheadconstructors.com)**