



Project Manager Site Based – Minnesota Metro Area

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 Constructors, Inc. is seeking an experienced Project Manager to join our team. This position will be site-based at an active oil refinery with initial focus on mechanical piping services. The successful candidate will be responsible for managing and executing all assigned projects while working closely with company leadership in developing our portfolio with a new client and advancing the Company's market penetration in the Energy sector. Achieving success in these initiatives lends the opportunity for career growth and advancement as we continue to develop Lakehead's newest branch office. In addition to the following general position requirements, the ideal candidate will have 5+ years of experience successfully managing and estimating heavy industrial construction and maintenance, understands union contracts and manages work accordingly, is a self-driven individual who takes initiative and strives for continual improvement, is a personable skilled communicator, and is ready to put forth the efforts required to support successful projects in a complex and dynamic work environment.

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

Project Management Skills

- Project Execution

- Coordinate workflow and communicate project details and status to all stakeholders.
- Develop and maintain positive relationships with the engineering / architect team assigned to projects and establish proper flow of communication / documents between parties, including purchase orders, RFI's, change orders and project meeting minutes.
- Review construction means and methods with Superintendent.
- Communicate effectively with project team to ensure that current plans and specifications are used, required materials and equipment are on-site, and ensure compliance with client and Company requirements.
- Develop and maintain positive working relationships with local unions.
- Manage subcontractors and monitor performance.
- Complete required reports and paperwork in a timely manner utilizing construction ERP software.
- Develop Critical Path Method (CPM) schedule for project or outage. Ensure it is maintained and communicated with appropriate parties.
- Oversee preparation and execution of final project punch list for owner's review.
- Organizes internal and external project close-out meetings and shares lessons learned.
- Demonstrate proficiency in MS office suite (Word, Excel, Outlook, Project, etc).

- Fundamental knowledge of ERP software such as Vista Viewpoint or ProCore.
- **Safety & Quality Compliance**
 - Actively uphold and promote Lakehead Constructors' **Zero Injury Safety Program** ensuring that all safety protocols and practices are followed at every stage of the project.
 - Collaborate with site leadership to develop and implement site-specific safety plans, continuously monitoring compliance with both regulatory standards and the Zero Injury Program.
 - Conduct regular safety audits, toolbox talks, and job hazard analyses (JHAs) to identify potential risks and mitigate them proactively.
 - Ensure that all employees, subcontractors, and site visitors are trained in safety protocols and understand their role in maintaining a zero-injury work environment.
 - Lead by example, fostering a culture of safety awareness, accountability, and continuous improvement to achieve our goal of zero workplace injuries.
 - Implement QA / QC standards and ensure appropriate ISO 9001 procedures are followed.
- **Financial Oversight**
 - Develop estimates and bid projects.
 - Assemble project budget from approved estimate and input to ERP (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/control project costs and provide status reports to company leadership.
 - Assemble and review final project unit costs to be used for reference for future bids.
- **Customer Relations**
 - Serves as the primary point of contact for clients ensuring expectations are met and satisfaction is achieved.
 - Establishes a clear understanding of the reports and information expected by the customer and ensures timely compliance with those expectations is achieved.
 - Communicates customer expectations to project team and provides updates to all when conditions change.
 - Follows up with customers upon project completion to verify satisfaction.
 - Provides regular project updates and immediately addresses any critical issues impacting business relations.
- **Estimating:**
 - Experience in drawing take-offs and scope document analysis.
 - Experience in estimating self-perform work using best practice task quantification and production assignments (e.g. no winging darts).
 - Experience in mechanical processes and flows.
 - Experience in proposal submittal and writing.
 - Experience in union jurisdiction assignment.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience:

An undergraduate degree in Engineering or Construction Management is preferred.

5+ years of experience managing heavy industrial repairs/projects with emphasis on mechanical piping scopes. Understands union contracts and manages work accordingly.

Computer Skills

- Computer literate with the ability to become proficient with any software deemed necessary to perform position duties as determined by the company.
- Proficiency with Microsoft Office Suite including Outlook, Word, Excel, Teams, PowerPoint
- Proficient with project controls and scheduling software Primavera and/or MP Project
- ERP experience in Vista ViewPoint and/or ProCore is a plus.

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 observe 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 accommodation 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 routinely works in both professional office settings and field conditions. When performing field project responsibilities, you 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.

Disclaimer: The duties, responsibilities and activities outlined in this job description are representative of the job but are not all inclusive. Lakehead Constructors, Inc. reserves the right to modify the duties of this position at any time, with or without notice.

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 individuals who have been released to return to work with temporary or permanent restrictions.

Lakehead Constructors, Inc. is an Equal Opportunity Employer

The base salary range for this position is \$115,000 - \$135,000. The final base salary will be determined by several factors, including skills, education, and experience. Lakehead offers competitive wages and vacation as well as an excellent benefit package including health, dental, vision, life insurance, long-term disability, and retirement.