



Assistant Project Manager

H+U Construction is a Minneapolis based construction and consulting firm, founded in 1983. We offer professional Construction Management, General Contracting, Owner Representation, and Consulting services to provide our clients with a unique blend of real-world and technical expertise. H+U has consistently been ranked among the 25 largest Minneapolis area construction firms for more than a decade, and the organization prides itself on providing employees a workplace that allows them to thrive both personally and professionally.

We are seeking an Assistant Project Manager to join our collaborative, client-focused team. The Assistant Project Manager will be based in our Edina, MN office. If you can see yourself working at a vibrant company that values innovative thinking, technical excellence, and a strong commitment to partnership, then H+U may be the place for you.

Minimum Qualifications:

- + Construction Management or related degree
- + Minimum of 2-years related experience
- + A basic understanding of construction methodologies, including the ability to read and understand plans/specifications
- + Excellent written and oral communication skills
- + Possess strong analytical abilities to visualize, articulate, and conceptualize complex problems and formulate a plan of action
- + Exhibit strong computer skills and excellent organizational practices

Preferred Qualifications:

- + Scheduling experience with Microsoft Project
- + Procore Certification
- + Public-sector Construction Management (Advisor and/or At-Risk) experience
- + Field experience

Responsibilities:

- + Assist with development and updating of Critical Path Method (CPM) Schedules
- + Participate and prepare meeting minutes for on-site owner and coordination meetings
- + Review plans and specifications for errors, omissions, constructability, and cost concerns
- + Draft and process Requests for Information (RFI)
- + Review, track, and process project submittals and shop drawings
- + Review, track, and process change requests
- + Review monthly project pay applications
- + Review and track workforce and/or subcontracting goals where applicable
- + Assist with the development of bids, Guaranteed Maximum Price amendments, etc.
- + Assist on-site Superintendent team members as needed
- + Perform safety audits with field staff, attend project safety meetings, and participate in safety training

- + Perform pre-punch walk-throughs
- + Manage the punchlist and contract closeout process
- + Collect and assemble as-built plans, O/M Manuals, Warranties, etc.
- + Walk job-sites regularly to assess progress
- + Attend and participate in project management and other company meetings
- + Participate in company business development efforts (conferences, open houses, etc.)

Physical Requirements:

The physical requirements listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will require the employee to visit construction sites, where they may be exposed to dust, dirt, uneven surfaces, and seasonal weather. Employee must be able to operate within these conditions, and also climb ladders, walk atop uneven surfaces, etc. to view all areas of the site.

The position will involve sitting for extended periods of time, while working at a computer terminal in an office setting.

Salary:

- + Commensurate with education, training, and experience.

To Apply:

If you would like to be considered for future employment, please complete the online application and submit your resume to: hr@hu-construction.com

Hoffmann + Uhlhorn Construction, Inc. will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance. We will take affirmative steps to ensure that all of our company's employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities whenever possible.