



## 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 top Twin Cities area construction firms for more than a decade, and the organization prides itself on providing employees with a workplace that allows them to thrive both personally and professionally.

We are seeking a Project Manager to join our collaborative, client-focused team. The Project Manager will be based in Duluth, MN and may work remotely and/or from an on-site office located at the Duluth International Airport. 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.

### Qualifications:

- + Bachelor's Degree in Construction Management, Civil Engineering, Mechanical Engineering, Electrical Engineering, or a related field; plus five (5) or more years of relevant experience.
- + Ability to thrive in a professional, client-oriented setting.
- + Ability to read and understand plans and specifications.
- + Knowledge of Project Management software and Scheduling software is required. The ideal candidate will be continually learning and implementing new technology in their daily work.
- + Comprehensive understanding of Construction methodologies.
- + Excellent written and oral communication skills to ensure accurate information exchange, internally with team members, as well as externally with subcontractors and clients.
- + Possess strong analytical abilities to visualize, articulate, and conceptualize complex problems and formulate a plan of action.
- + Exhibit excellent organizational practices to ensure the scope, schedule, and budget of both internal and external projects are met.
- + Ideal candidate will take the initiative to learn about the company and participate in continuing education opportunities to add value to their position as well as the team.
- + Ideal candidate will thrive in a fast-paced environment.

### Responsibilities:

- + Organize the project team and establish and monitor project scope.
- + Control the time, cost, and quality of construction projects.
- + Oversee the performance of Assistant Project Managers, Administrative team members, and on-site staff to ensure that clients' expectations are met.
- + Plan and coordinate all aspects of the construction process, including hiring contractors and working with engineers, architects, and vendors.
- + Determine the scheduling of different phases of a project based on established deadlines.
- + Securing of building permits and licenses, delivery of materials and equipment to construction sites.
- + Confer with supervisors or other managers to monitor construction progress, including worker productivity and compliance with building and safety codes.

- + Resolution of issues that may arise due to weather, emergencies, scheduling conflicts, or any other issues that may cause delays.
- + Project Management including resolving project issues with regards to scope, budget, or schedule.
- + Track and manage project budgets to ensure timely and accurate information is provided to clients and/or internal team members.
- + Review, negotiate, and approve costs for proposed design changes.
- + Ensure that all aspects of our projects are thoroughly documented.
- + Assist with and/or develop budgets and cost estimates prior to bidding.

**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:**

- + \$85,000 - \$135,000. 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](mailto: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.