

## **Construction Project Manager/Estimator Job Posting**

Hammerlund Construction, Inc. is a full service General Contractor serving Northern Minnesota and much of the Iron Range since 1989. Today Hammerlund Construction provides services in Earthwork and Grading, Utilities, Cast-In-Place Concrete, Mining Support, Industrial Services, Demolition, Custom Hauling and Construction Management.

Having learned early on that safety and quality go hand in hand, we continually strive to ensure that each of our employees has—and maintains—the safest possible work place. That, in turn, allows our experienced project managers and field personnel to provide the professional service and innovative solutions for which we've become known. Over the past 20+ years, we've tackled projects which range from the simplest to the most complex, and in each case we've found that by drawing upon the skill of our people, and teaming that up with the latest available technology, we can meet and exceed our clients' expectations.

Hammerlund Construction, Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment.

The position is based in Northern Minnesota with some travel required. Drug testing is a requirement for employment. The primary duties and responsibilities of a project manager/estimator are as follows:

- Become thoroughly knowledgeable with project documents including plans and specifications
- Coordinate and order materials
- Improving construction methods
- Building a strong client relationship as well as maintaining a positive relationship with subcontractors, suppliers, and employees
- Develop and maintain a CPM schedule and weekly look-ahead schedules for multiple projects
- Assist with field estimating and change orders
- Attend planning and coordination meetings
- Assist with purchasing, procurement, and subcontract management
- Prepare and transmit submittals
- Prepare estimates for projects
- Reconcile vendor, client, and subcontractor invoicing discrepancies
- Promote job site safety and a clean and productive work environment

Job Qualifications/Requirements:

- Bachelor's degree in Construction Management or a related discipline preferred
- Must have a minimum of 5 years experience in highway/heavy, civil, and underground utility construction
- Ability to accept responsibility and account for his/her actions
- Ability of being dependable and trustworthy
- Time management
- Ability to manage time and be accurate at all times
- Ability to work under pressure in a highly productive and competitive environment
- Proficiency in HCSS software, Microsoft Office, Microsoft Project, and related spreadsheet and database software

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties assigned.

The job will occur under the typical office environment with regular visits to job sites. Sitting long periods at a desk at a computer will occur.

Benefits:

- Competitive wages
- Health
- Dental
- Paid Vacation
- Paid Holidays
- Paid training and certification training available
- Room for advancement
- Incentives
- Great team atmosphere
- Company provided pickup, cell phone, computer, and lodging while traveling for work

