



Posting Date: August 26<sup>th</sup>, 2024

## Project Engineer – Drayton, ND

*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 a Project Engineer to join its team in Drayton, ND on a site-specific project for a duration of approximately 9 months. The Project Engineer assists in the execution and management of all construction projects assigned to the position and may be a client point of contact regarding customer relations and marketing. This is an entry level position, with growth opportunity to become a Project Manager. After the project is completed in Drayton, ND the position will transition to one of our offices in either Aurora, MN or Superior, WI.

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

- Assists Project Managers in the daily tasks of a construction project including ensuring safe work performance, meeting and exceeding Owner's expectations, quality work, performing the work on budget, and meeting the project schedule.
- Communicate effectively with clients and team members to ensure that current plans and specifications are used and that the materials and equipment needed by the field are on site.
- Review timecards and communicate discrepancies/questions with field supervision.
- Assist with resource tracking and allocations.
- Track equipment usage and update production quantities on a weekly basis.
- Assists with controlling tool loss and ensures transfers are being accurately documented/completed.
- Read/comprehend project drawings and perform shop drawing reviews.
- Prepare cost analysis and track change orders, RFI's, and manage scheduling changes.
- Establish and maintain working relationships with vendors and subcontractors
- Perform all other duties as assigned

**QUALIFICATION REQUIREMENTS:** *To perform this job 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*



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

High school diploma or general education degree (GED); Undergraduate degree in Engineering or Construction Management is preferred; 0-3 years of related experience and/or training; or equivalent combination of education and experience.

#### **Computer Skills:**

- Computer literate with the ability to become proficient with any software deemed necessary to perform job duties as determined by the company.
- Fundamental knowledge of the following office productivity and scheduling software:
  - MS Outlook
  - MS Word
  - MS Excel
  - MS Project
  - Primavera
  - Viewpoint
  - Procore
  - Bluebeam

#### **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.
- 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 observes 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 accommodations 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 frequently works in a professional office setting. 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.

Position requires a minimum of a 40-hour work week. Given the nature of this position, hours outside of a typical working day are likely to occur.

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

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

**Salary Range:** *\$55k - \$75k based upon experience/education.  
While onsite during the workdays a \$120/day per diem will be provided,  
along with housing cost if overnight stay is required/needed.*