

Construction Project Manager/Estimator

Max Gray Construction, Inc. (MGC), located in Hibbing and Duluth, MN, is an established regional commercial general contractor serving clients primarily in northeastern MN and northwestern WI. Our projects range in size from \$100k to in excess of \$20 million utilizing construction management at risk, design/build, and design bid/build delivery methods. Our services include a highly competent self-performed workforce within the selective demolition, concrete, carpentry, gypsum, and pre-engineered structures disciplines.

Max Gray Construction is currently seeking an experienced project manager/estimator (PME) to add to our team.

The PME will be charged with all aspects of a construction project lifecycle from acquisition through the warranty period. This position will require excellent relationship building and communications skills with the ability to create and maintain a high level of customer satisfaction.

Minimum Education and/or Experience Requirements:

- Bachelor's or Associates degree in Construction Management, or related field with a minimum of 3-5 years of commercial construction experience.

Job Responsibilities include but not limited to:

- Responsible for managerial and administrative aspects of a project. This includes being proficient in estimating, scheduling, quality control, progress reports, progress billing, design review and coordination, cost reporting, safety, and proposal preparation.
- Effective and efficient change management to keep project on schedule.
- Implement and supports project safety policies and practices.
- Schedule creation and periodic updates addressing project procurement and resource needs.
- Review project plans, specifications and compliance issues with on-site construction team.
- Schedule and conduct periodic project coordination meetings including meeting minute generation.
- Identifies and controls project risk, in coordination with management and project Superintendent.
- Reviews and understands the implications of all contracts and contract documents and reports risk exposure(s) to management.
- Create and execute owner contract and subcontracts according to project scope and risk assessment.
- Manage relationships with clients and trade partners.
- Manage project close-out procedures, punch lists and commissioning.
- Manage project information utilizing CRM software – Procore or equivalent.

- Lead proposal generation, deliverables and project presentations/interview representing Max Gray Construction.

Qualifications of the candidate:

- Prior success closing, estimating and project managing construction projects from start to finish dedicated to delivering high levels of satisfaction for all project stakeholders.
- Strong estimating and bidding skills with the ability to proficiently quantify demolition, concrete, carpentry, gypsum, and pre-engineered structures disciplines
- Effective communicator possessing verbal and written communication skills.
- Excellent interpersonal skills, with the ability to work in a collaborative team environment inclusive of all project stakeholders.
- Highly organized with an ability to accurately manage multiple projects concurrently.
- Working knowledge of Lump sum and GMP/CM contracts
- Computer skills – Microsoft Office and Project, Sage Estimating or equivalent estimating software and digital take-offs.
- Must be able to portray a professional image while displaying a high level of integrity and professionalism when representing the company to all project related parties including owners, architects, engineers, and subcontractors.
- Construction field experience is preferred but not mandatory.

.Compensation Package:

- Compensation package in excess of 80K annually commensurate with experience.
- Annual bonus program.
- Annual profit-sharing program.
- Family medical insurance.
- Excellent 401k program without matching requirements.
- Personal time off program.

Pre-Employment Screening:

- Prior to employment drug screening required.

Personal and work references within the last 2-3 years are required.

Interested applicants may submit their cover letter and resume to gerickson@maxgrayconstruction.com or apply online at maxgrayconstruction.com/careers/

All replies will be held in strictest confidence.

MAX GRAY CONSTRUCTION, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

Job Type: Full-time

Pay: \$80,000.00 - \$100,000.00 per year

Benefits:

- 401(k)
- Health insurance
- Paid time off

Compensation Package:

- Bonus opportunities

Schedule:

- Monday to Friday

Work Location: In person in Duluth or Hibbing, MN