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## Senior Project Manager

**Reports to:** CEO  
**Location:** Minneapolis, partially remote

**FLSA Classification:** Exempt  
**Designation:** Non-Union

Do you have 10+ years in the construction industry managing multi-million dollar contracts? Perhaps you work for a large construction company now but have not been able to advance your career due to the fierce competition for senior-level positions. Have the best of both worlds at TRI-Construction with the opportunity to continue to be a part of large complex projects while enjoying the benefits and career opportunity of joining a growing company.

At TRI-Construction, we take a full-circle approach to construction. It's not just about putting up buildings. It is about building the community. We build our community by hiring a diverse workforce. We build our community by hiring diverse contractors. We build our community by building IN our community and helping our diverse clients build their dreams.

Advance your career and be a part of something special. You can make a significant impact to the business, and more importantly, you can make a difference in the community.

### What's this role about?

The purpose of this role is two-fold:

As the General Contractor on multi-million dollar projects, the Senior Project Manager is responsible for overseeing and managing all aspects of construction projects, including selecting and managing dozens of subcontractors. The SPM has a vast knowledge of the construction industry from top to bottom and will provide leadership to teams while staying on schedule and within budget. The Senior Project Manager represents the company's values of **Quality, Proactivity, Integrity, Collaboration, and Community** while preserving and enhancing project stakeholders' relationships.

The SPM is a **critical leader** in our organization who designs and revises existing company processes, creating best practices to support our continued growth.

### This is a partial list of things you can contribute in this role:

- Facilitate the development of cost estimates that include conceptual estimates before design as well as detailed time and materials estimates from design documents
- Actively participate in listening and capturing stakeholder's objectives to ensure targets and goals are achieved
- Proactively identify potential issues to prevent future problems
- Assist in the development and implementation of innovations, best practices, safety standards, and standard operating procedures to elevate team performance and delight our clients
- Provide frequent interactions to build positive relationships and future work opportunities
- Provide high-level management of quality, risk, safety, and compliance for the project and team members
- Obtain competitive proposal & vendor pricing, subsequently reviewing estimates, value engineering items, clarifications, and schedule of values during the preconstruction phase
- Develop complex spreadsheets and charts in Microsoft Excel and reports in Microsoft Word
- Oversees project manager's standard construction practices/processes and delivers sound advice
- Oversees and reviews with project manager monthly project budget reports and status reports
- Lead and provide clear direction within the project team while delegating staff roles and responsibilities from inception to completion, provide training as needed

### Sound good so far? Want to know if you qualify?

This role is not easy, and we want you to be successful. We believe that to do this job, you should have at least ten (10) years of construction-related experience and a good understanding of all aspects of the construction industry. We hope you will come to us with a Bachelor's degree in construction, civil, architecture engineering, or construction management and, if not, you will have the equivalent experience. Since you will use Procore, Bluebeam, and Microsoft Office Suite of programs, including Microsoft Project, you will want to have sufficient experience with these programs to help you hit the ground running. Since you will be visiting job sites, you will need a valid driver's license.

We think other things might make a person successful in this job and rather than us listing them out, apply first and then let's have a conversation!

**TRI-Construction offers a variety of benefits including:**

- Insurance – Medical, Dental, Vision
- Health Savings Account
- 401K Plan
- Paid Time Off
- Work-life balance
- Open door policy
- A supportive and friendly environment
- Small company-family feel

**And now for the compliance stuff...**

**Physical Requirements:**

*An individual in this position must successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

Typical office requirements include the ability to communicate using the telephone, via e-mail, and face to face. Office work may be done in our office or remotely and requires the ability to sit for extended periods. The position requires visiting job sites, which will require the ability to drive and walk to job sites. There is no expected bending, stooping, kneeling, squatting, climbing, or working with arms above the shoulder. Limited lifting, pushing, and pulling. Ability to use a computer and write on documents. Ability to distinguish between colors on paper and blueprints. There is no working at heights and limited time in extreme temperatures except when traveling to and visiting job sites.

**TRI-CONSTRUCTION IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**