



Construction Materials Manager

Who we are:

NTS Environmental Science and Engineering is a leading provider of comprehensive environmental services, offering consulting, engineering, engineering support, and data management solutions to a diverse clientele in northern Minnesota's Iron Range region. Our company has an employee-driven culture that promotes professional development and growth. We prioritize integrity, safety, client-focus, and excellence in all aspects of our work. We provide competitive pay based on experience level, a comprehensive benefits package, flexibility, and ample opportunities for advancement.

Position Description:

NTS is seeking a Construction Materials Manager! Primary accountabilities include, but are not limited to:

- **Project Management**
 - Identify and pursue new opportunity for growth in current and prospective markets.
 - Seek out and respond to bid requests in accordance with specifications.
 - Collaborate with other PM's and project staff to pursue a multi-disciplinary and team-based approach to business development.
 - Assemble and lead project-specific teams for multiple projects, delegating project tasks based on individual's strengths, skill set, and experience.
 - Create and manage the project budget and complete monthly billing in an accurate and timely manner.
 - Ensure products and services have gone through quality control procedures and meet the quality expectations of the Client and NTS.
 - Perform same duties as field technicians when needed.
- **Management**
 - Oversee the daily operations and personnel in the construction materials department, identifying areas of improvement and implementing solutions.
 - Manage the construction materials and drill department budgets, reporting monthly to the Operations Management Committee.
 - Lead and mentor the construction materials and drill teams.
 - Reinforce the NTS safety culture through modeling and prioritizing a safe working environment for project teams.

Qualifications:

- Civil Engineering Technician degree or experience with the design and quality control of construction projects.
- Experience preparing and maintaining a budget.
- Excellent leadership and interpersonal communication skills.
- Proficiency with MS Office software including Excel, Word, and Outlook.

- Ability to work outdoors in a variety of conditions and lift 50 pounds regularly throughout the day.
- Valid driver's license with clean driving record.

Apply by email to:

Northeast Technical Services, Inc.
Attn: Justine Henry
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