



Civil Division Concrete – Estimator/Project Manager

Location: Springfield, IL

Salary: \$80,100 – \$110,500

Overview

At O'Shea Builders, our passion for building comes from within. Whether it's constructing spaces perfectly suited for healing, teaching, or serving customers, we are driven to help our clients thrive. But, that only happens because we are committed first to building an extraordinary team of talented people. Working at O'Shea means that you are part of a highly skilled team that is deeply committed to professional excellence, client service, and a whole lot of fun. If you are driven to create exceptional construction experiences, we have a fantastic opportunity for you that includes challenging work in a great environment.

This person is largely responsible for teaming with the Civil Division Manager and Superintendent(s) on various types of civil construction projects. This individual works with the Civil Division Manager and Superintendent(s) to ensure that O'Shea is working effectively with all project stakeholders to deliver a quality project that exceeds all expectations. This team member effectively manages all types of civil construction projects from start (budgeting & bidding) to finish (project closeout & final payment). This person is responsible for preparing preliminary budgets, milestone cost estimates, and final bid scope/pricing proposals for various types of civil commercial construction projects. He/she leads project planning, budgeting, and identification of necessary resources. This person is also responsible for the overall management, completion, and financial outcome of various types of civil construction projects. He/she consistently monitors construction progress and may manage multiple projects in different stages simultaneously. The Estimator/Project Manager also serves as a vital member of the Civil Division by building effective relationships with team members, internal and external customers, suppliers, and trade partners. This person consistently supports and upholds the O'Shea Way Culture, Processes, and Values at all times.

What you'll do as an Estimator

- Participate in preparation of construction cost estimates.
- Provide timely and accurate quantity survey for pricing of labor, material, and equipment.
- Review proposal specifications, drawings, attend bid meetings, etc. to determine scope of work and required contents of the estimate.
- Identify and solicit key trade partners/vendors required to assemble a competitive bid/budget.
- Provide technical assistance in negotiating contracts, change orders, etc. as required.
- Perform comprehensive bid day analysis and scoping of specific assigned trades.
- Communicate with trade partners on key issues, such as project schedule, addenda, scope of work, and other bid information.
- Ensure that there is proper trade package coverage of trade partners on bid day.
- Seek and qualify new trade partners.



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East Peoria, IL 61611



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What you'll do as a Project Manager

- Support a safe, clean, and productive environment on the jobsite through the use of **Keep It Safe – Keep It Clean – Keep It Lean** principles.
- Proactively plan and execute the project scope of work, thoroughly addressing all safety concerns utilizing the Site Specific Safety Plan. Execute all safety planning meetings with trade partners prior to the start of the project.
- Regularly audit the job in full accordance with the Site Specific Safety Plan ensuring jobsites comply with OSHA regulations.
- Review project plans and proposals, develop project objectives, and identify project responsibilities by determining the phases and elements of the project, calculating time frames, and sequencing the stages of the project.
- Determine project specifications, customer requirements, cost estimates and performance standards.
- Thoroughly understand drawings and notes within those drawings to proactively limit unnecessary change orders.
- Participate in bid assignments.
- Schedule and coordination of contractors.
- Conduct initial physical layout and periodic site audits assuring adherence to project specifications and quality standards.
- Purchase and schedule various contracts and materials.
- Manage trade personnel.
- Accountable for the quality control plan, ensuring all requirements of specifications are implemented.
- Prepare status reports and regularly monitors key performance indicators of the project. This includes managing the budget, tracking team expenses, job tracking and cost accounting, project buyout process, procurement of materials, as well as monthly job-cost projections and percent complete, change order process with meeting log reviewed, subcontract change orders, invoice approval, and progress billings.
- Allocate project resources appropriately; reviewing and distributing RFIs, submittals, and change orders.
- Assists O'Shea field leaders through Pull Plans, Weekly Work Plans, Daily Huddles and other regular onsite, planning meetings.
- Keep an accurate record and electronic database of all elements of the projects.
- Understand and execute owner contractual requirements for each project with Construction Administrator support, i.e. bonds, fees, notifications, scheduled, reporting, and all costs associated with these items, as well as ensures that all inclusions and exclusions are documented.
- Comply with state and federal regulations.
- Support and uphold O'Shea Way Processes and Culture.



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What We Are Looking for in You

- Strong organizational skills with great attention to detail.
- Ability to problem solve and develop creative solutions.
- Ability to successful work with different personalities and be a fully contributing team player.
- Excellent oral and written communication skills.
- Capacity to establish and achieve priorities and goals.
- Ability to prioritize and handle pressure in a fast-paced environment.
- Ability maintain flexibility and a positive attitude at all times.
- Skilled in construction project logistics.
- Ability to develop and maintain schedules.
- Ability to read and interpret construction specifications and plans.
- Proficient with Microsoft Office, including Word, Excel, PowerPoint, Outlook.
- Familiar with the following software programs: CMIC, Bluebeam, and WinEst.
- Available for short-term travel, as needed.

Qualifications

- Bachelor's Degree in Construction Management, Engineering, or related field, or equivalent experience.
- 5-8 years combined estimating and construction operations experience preferred, not required.
- OSHA 10, required
- OSHA 30, preferred
- CPR, First Aid
- Experience or certification in lean construction practices would be considered an advantage
- Advanced knowledge of construction engineering principles, practices, and methods, environmental regulations, engineering project management methods, workplace safety, budgeting, employee supervision, and personnel management.
- Must be fluent in English.

Working Conditions

Office environment but may visit construction work sites where the employee will be exposed to moving mechanical parts, high precarious places, fumes or airborne particles, outside weather conditions, risk of electrical shock, moderate to very loud noise. Ability to climb permanent and temporary stairs, ability to climb ladders and negotiate work areas under construction. Sitting, walking, lifting, carrying, reaching, handling, hand/eye/foot coordination, repetitive motions, talking, hearing. Occasional lifting/carrying up to 50 pounds.



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What You'll Get

- Encouraging Environment: You'll grow and learn in a supportive atmosphere.
- A Lively Culture: Access to our well-equipped fitness center and on-site personal trainer, the annual O'Shea Team Appreciation party, and more!!
- Competitive Wage: We attract the best and we pay them well.
- Casual Dress: Every day is "Casual Friday."
- Convenience: This position is located in Springfield, IL, an ideal hub to explore central Illinois while Chicago and St. Louis remain just a highway's drive away.

Interested? Contact Shynisha Evans, Employee Development Coordinator at sevans@osheabuilders.com. Visit our website at www.osheabuilders.com.

****O'Shea Builders is an equal opportunity employer.*



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