



Overview

At O'Shea Builders, **our passion** for building **comes from within**. Whether it's constructing spaces perfectly suited for healing, teaching students, or serving customers, we are driven to help our clients accomplish extraordinary things. But that only happens because we are committed first to building an extraordinary team of professionals. **Working at O'Shea means** that you have the opportunity to be part of a highly skilled group of people who are sincerely committed to professional excellence, client service, and a whole lot of fun. If you are a motivated Senior Estimator, we have a fantastic opportunity for you that includes **challenging work** in a **great environment**. Read on!

As a Senior Estimator on the O'Shea team, you'll be responsible for preparing preliminary budgets, milestone cost estimates, and final bid scope/pricing proposals for various types of commercial construction jobs, including: General Contracting, Construction Management, Design Build, Civil, and Building Maintenance Services. You'll also have the opportunity to build effective relationships with team members, internal and external customers, suppliers, and subcontractors. **You'll work closely** with the Chief Estimator and oversee job-specific project teams. You'll also gain experience in business development and client engagement. And, **best of all**, you'll come to know and fully appreciate what we mean when we talk about **the O'Shea Way** - Our Culture, Our Processes, and Our Mission.

What You'll Do

- **Prepare estimates** with the necessary level of detail for all design stages:
 - Program/Conceptual, Schematic Design, Design Development and Construction Documents.
- Prepare quantity take-offs and estimated costs of materials, labor, and use of equipment required to fulfill all provisions of the contract **from simple to complex**.
- **Evaluate labor** pricing/production for specific projects and/or locations; demonstrate proficiency in material, labor, sub and equipment pricing for all trade disciplines.
- **Assemble** general conditions estimates for review.
- **Assist** with maintaining the estimating cost data base.
- **Manage job-specific estimating teams** in the assembly and submission of bids.
- Prepare Estimate Action List, establish responsibilities and make assignments to estimating team members, coordinate and **supervise work**, establish schedules for completion of tasks to meet project requirements, keep Chief Estimator advised.



- Review estimate assignments to **ensure accuracy** prior to formal submission.
- Research construction documents and **analyze specs** to determine estimated costs.
- **Consult** with clients, architects, subcontractors, and material suppliers to discuss and formulate estimates and resolve cost issues.
- Work with Operations team throughout the **preconstruction process** in reviewing plans and specifications for constructability issues and determining general requirements on projects, and assist Operations in **planning for construction**.
- **Understand** how to create proper bid packages and bid alternate strategies.
- Prepare clear, properly formatted, **Bid Package Scope Analysis Worksheets**, review Bid Analysis Worksheets prepared by others for coordination.
- **Manage** the subcontractor solicitation process using SmartBidNet.
- Review subcontractor and supplier bids for conformity to contract requirements and **determine acceptable bids**.
- Present and explain project budgets to clients, designers, and operations teams. Lead estimate presentations; "**sell**" estimates to client and design team.
- Perform **comprehensive bid day analysis** and scoping of specific assigned trades.
- Understand how to **scale subs** to the size/scope of the project.
- **Communicate** with subcontractors on key issues, such as project schedule, addenda, scope of work, and other bid information.
- **Ensure** that there is proper trade package coverage of subcontractors on bid day.
- Ensure that all quantity surveys and pricing are **accurate and complete**.

What We're Looking for in You

- Forward thinking, progressive, dynamic leader who has **excellent interpersonal** and management skills.
- **Thorough understanding** of project logistics and project schedules.
- Ability to read and understand construction specifications and drawings.
- **Strong knowledge** of standard estimating practices.
- Excellent oral and written business **communication** skills.
- Comfortable and convincing in **public presentations** and project interviews.
- Strong attention to detail.
- Ability to multitask, prioritize, and **handle pressure** in a fast-paced environment.
- Strong analytical, organizational and **problem solving** skills.
- Ability to maintain flexibility and a **positive attitude** at all times.
- Ability to get along with different personalities and be a fully **contributing team player**.
- **Familiarity / Proficiency** with the following software or internet based programs:
- WinEst, On-Screen Takeoff by On Center Software, BlueBeam, MS Office
- **Bachelor's** Degree in Construction Engineering, Civil Engineering, or Construction Management preferred.



- Minimum **6 years'** construction experience.
- **Significant knowledge** and experience on CM/GC, CMaR, Design Build projects, and complex competitive bid projects.
- Proven **track record** of success working internally with an operations team and externally with Owners, Architects/Engineers, and subcontractors.
- Strong **healthcare** experience preferred

How You'll Grow

- A professional development plan will help you identify specific **goals** that you want to achieve as a construction professional.
- Access to technical as well as management and leadership programs offered through **O'Shea University**.
- Connection to a network of peers, colleagues, and coworkers as **motivated** as you.
- **Opportunity** to learn directly from experts in the commercial construction field.
- Interesting, hands-on responsibilities.

What You'll Get

- **A Lively Culture:** Volleyball, Basketball, and Ping Pong games, in the O'Shea "Sports Arena," access to our well-equipped fitness center and on-site personal trainer, the annual "O'Shea Outrageous Games," which you just have to experience, and more.
- **Casual Dress:** Every day is "Casual Friday."
- **Encouraging Environment:** You'll grow and learn in a supportive atmosphere.
- **Competitive Wage:** We attract the best and we pay them well.
- **Convenience:** Option to work out of any of our three offices located in Springfield, Champaign, or Peoria, Illinois.

Interested?

Contact Tess Fyalka, Director of Employee Development and Engagement at tfyalka@osheabuilders.com or 217-210-0186. Visit our website at www.osheabuilders.com