



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 Estimator, we have a fantastic opportunity for you that includes **challenging work** in a **great environment**.

As an 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 be an integral part of 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

- Participate in preparation of construction cost estimates.
- Review estimate assignments to ensure accuracy and completeness prior to formal submission.
- Identify and solicit key subcontractors/vendors required to assemble a competitive bid/budget.
- Provide technical assistance in negotiating contracts, change orders, etc. as required.
- Review construction contracts and identify general requirements and conditions.
- 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
- Seek and qualify new subcontractors.
- Respect and uphold the O'Shea Way Processes and Culture.



What We're Looking for in You

- Ability to read and understand Construction Specifications and Plans.
- Ability to understand project logistics and project schedule.
- Ability to develop and maintain schedules.
- Ability to understand labor, materials, and equipment required to price and prepare self-perform work estimates using labor and equipment productivities.
- Ability to problem solve and develop creative solutions.
- Excellent quantity survey techniques and organizational skills.
- Excellent oral and written business communication skills.
- Ability to multitask, prioritize and handle pressure in a fast-paced environment.
- Ability to maintain flexibility and a positive attitude at all times.
- Proficient with Microsoft Office, including Word, Excel, PowerPoint, Outlook.
- Familiar with the following software programs: WinEst Software, Bluebeam, Spectrum, Wunderlist.
- Available for occasional short-term travel as needed.
- Ability to get along with different personalities and be a full Team Player.

Qualifications

- Bachelor's Degree in Construction Engineering or Construction Management desired.
- Minimum 2 years' construction experience.

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 equally **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