



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

As a **Project Manager**, you'll be responsible for the overall management, completion, and financial outcome of various types of commercial construction projects, including: General Contracting, Construction Management, Design Build, Civil, and Building Maintenance Services. In other words, you're the "go to" person representing O'Shea in **working effectively with all project stakeholders** to deliver a quality project that exceeds all expectations.

You'll ensure that the projects are completed according to O'Shea standards. You'll also play an essential role in building effective relationships with team members, internal and external customers, suppliers, and subcontractors. 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, Our Values, and Our Mission.

What You'll Do

- Effectively **manage all types of commercial construction projects** from start (budgeting & bidding) to finish (project closeout & final payment).
- Proactively plan and execute the project scope of work, thoroughly addressing all safety issues utilizing the **Site Specific Safety Plan**.
- Effectively manage and direct the pre-construction process including estimating, value engineering, and **managing the client's expectations** through the budgeting process. Ensure full compliance with all project requirements.
- Complete the project buyout process **thoroughly, accurately** so as to avoid any and all unnecessary change orders.
- Create and manage the **Master Schedule**, holding all vendors and subcontractors to a milestone schedule for each project.
- Direct the procurement of materials, identifying lead time items for the projects.
- Implement the **quality control plan**, including project audits, mock-up reviews to effectively coordinate expectations among the A/E, owner, subcontractors, and suppliers, as well as approvals, testing, and pre-installation meetings.
- Lead the project planning, budgeting, and identification of necessary resources.
- Consistently **monitor construction progress** and manage multiple projects in different stages simultaneously.
- Direct all key meetings, including preconstruction meetings and activities, project meetings and activities, and pre-installation meetings.



- Effectively **coordinate the expectations** of the A/E owner, subcontractors, and suppliers.
- Manage all **budget tracking** processes, expenses, job cost accounting, project buyout process, procurement of materials, as well as monthly job-cost projections, change order process with meeting log reviewed, and subcontract change orders.
- **Execute owner contractual requirements** for each project, i.e. bonds, fees, notifications, scheduled, reporting, and all costs associated with these items.

What We're Looking for in You

- **Strong working knowledge** of commercial and industrial building systems, materials, and assemblies across all construction trades.
- **Full operational understanding** of Project Financials, including Change Orders, Subcontract Change Orders, Committed Costs, and Projected Cost to Complete.
- Ability to read and fully understand all types of construction documents, including Construction Specifications and Plans, RFI's, Submittals, and ability to identify gaps and/or conflicts in those documents.
- Ability to develop and fully understand **Owner Contracts** and Subcontractor Contracts.
- Thorough knowledge of all aspects of construction (technology, equipment, materials, negotiation, engineering, estimating, scheduling, and safety.)
- Ability to read and **interpret blueprints**.
- Ability to understand project logistics and implications for project budget and schedule.
- Ability to develop and maintain project schedules.
- Proficient with Microsoft Office, including Word, Excel, PowerPoint, Outlook.
- Familiar with the following software programs: Spectrum, Bluebeam, Suretrack.
- Familiar with Consensus documents, AIA Contract types and AIA Applications for Payment
- Excellent oral and written business communication skills.
- Ability to **prioritize, delegate, and handle pressure** in a fast-paced environment.
- Ability to maintain flexibility and a positive attitude at all times.
- 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 Management, Engineering, or related field.
- Minimum 5 years of construction management or related leadership experience.
- Track record of proven leadership and teamwork within a diverse stakeholder environment.
- Expert knowledge of standard practices in Project and Construction Management codes and best practices.
- Professional Engineering or Construction Management certification preferred.
- OSHA 10 required, OSHA 30 preferred
- Healthcare construction 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:** Basketball, Bags, and Ping Pong games, in the O'Shea "Sports Arena," the annual "O'Shea Outrageous Games," which you just have to experience, our yearly Team Celebration, 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.
- **Comfortable Lifestyle:** Peoria is an All-American City, having won that award four times. This affordable picturesque community is the largest city along the Illinois River. It is home to industry, agriculture, the arts, and sports. With numerous trails, festivals, excellent restaurants, and wineries there's no shortage of things to do in this charming Midwestern town. What's more, you're centrally located and just a short drive from Chicago, Indianapolis, and St. Louis.

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