

**Project Manager: Industrial**

Location: Decatur, IL

Salary: \$80,000 – \$115,000

Overview

This team member effectively manages all types of Industrial Projects from start (budgeting & bidding) to finish (project closeout & final payment) and is responsible for the overall management, completion, and financial outcome of these projects. He/she leads project planning, budgeting, and identification of necessary resources. This person may be responsible for preparing preliminary budgets and final bid scope/pricing proposals for their assigned projects. The Project Manager within the Industrial division consistently monitors construction progress and will manage multiple projects in different stages simultaneously. This person serves as a vital member of the Industrial Division by building effective relationships with team members, internal and external customers, suppliers, and trade partners. This individual works in conjunction with field leaders to ensure that O'Shea is working effectively and efficiently with all project stakeholders to deliver a quality project that exceeds all expectations. This person consistently supports and upholds the O'Shea Way Culture, Processes, and Values always.

What You'll Do

- Support a safe, clean, and productive environment on the jobsite using Keep It Safe – Keep It Clean – Keep It Lean principles.
- Proactively plans and executes 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(s) 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.
- Participates in business development and provides project development support in project pursuit for constructability review, logistics, phasing, operational impairment, schedule and client interviews.
- 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.
- Conducts site audits assuring adherence to project specifications and quality standards.
- Purchase and schedule various contracts and materials.

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- Accountable for the quality control plan, ensuring all requirements of specifications are implemented.
- Prepare status reports and regularly monitor 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's 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 ensure that all inclusions and exclusions are documented.
- Comply with state and federal regulations.
- This individual will embody the O'Shea brand and our mission of "Creating Exceptional Construction Experiences" by actively learning, upholding our core values and priorities, and adhering to our established "O'Shea Way" processes. They should be open to feedback from our various stakeholder groups and committed to continuous improvement.
- Other duties as assigned including and not limited to cost estimating potential industrial projects.

What We're looking for in You

- Strong organizational skills with great attention to detail.
- Ability to solve problems and develop creative solutions.
- Ability to successfully 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 to 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, Microsoft Project, Dropbox, and WinEst.
- Available for short-term travel, as needed.

Qualifications

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- 10 years of successful field leadership experience in an industrial setting as a carpenter, ironworker, or millwright.
Or
Bachelor's degree in construction management, Engineering, or related field, with 5 years of estimating and construction operations experience.
- 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 willing and able to serve full-time in the Decatur office.
- 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.

Interested? Contact Shynisha Evans, People Operations Consultant at careers@osheabuilders.com or visit our website at www.osheabuilders.com.

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

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