



## **Project Manager**

Location: Peoria, IL

Salary: \$80,100 – \$120,000

### **Overview**

This person is 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. This individual is the “go to” person representing O’Shea in working effectively with all project stakeholders to deliver a quality project that exceeds all expectations. This person directs and supervises all activities related to contract administration, change orders, submittals, procurement, financial outlook, and schedule requirements to make sure that the projects are completed according to O’Shea safety, quality, and profitability standards.

The Project Manager builds 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 always.

### **What You’ll Do**

- Manages all types of commercial construction projects from start (budgeting & bidding) to finish (project closeout & final payment). Leads the project planning, budgeting, and identification of necessary resources.
- Regularly audits and adjusts the site safety plan as needed addressing all safety concerns utilizing the Site-Specific Safety Plan.
- Manages and directs the pre-construction process including estimating, value engineering, and manages the client's expectations through the budgeting process.
- Demonstrates knowledge of project specifications and ensures compliance with project execution requirements. Not limited to billing, materials, and document processing.
- Assesses all project notes in the drawings as well as fully understand the impact that all notes will have on the execution of the construction plan.
- Ensures the project buyout process is completed thoroughly, accurately, and avoids all unnecessary change orders.
- Creates the master schedule for the project, vendors, and trade partners. Directs the procurement of materials and identifies lead times.
- Effectively and accurately manages the project utilizing the appropriate tools, not limited to the submittal log.
- Implements the quality control plan utilizing mock-up reviews to effectively coordinate expectations among the A/E, owner, trade partners, and suppliers, as well as approvals, testing, and pre-installation meetings.

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- Schedules and directs all key meetings, including preconstruction meetings and activities, project meetings and activities, and pre-installation meetings.
- Manages the budget, tracking team expenses, job tracking, 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, and subcontract change orders.
- Executes owner contractual requirements for each project, 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.

### **What We're looking for in You**

- Continuous learner
- Strong organizational skills.
- Excellent attention to detail
- Ability to problem solve.
- Excellent oral and written communication skills.
- Ability to prioritize and handle pressure in a fast-paced environment.
- Ability to maintain flexibility and a positive attitude at all times.
- Ability to read and interpret construction specifications and plans.
- Ability to understand project logistics and project schedule.
- Proficiency with the following software programs: Microsoft Office, including Word, Excel, PowerPoint, Outlook.
- Available for short-term travel as needed.

### **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.
- CPR, First Aid.
- Fluent in English.

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**Working Conditions**

Office environment with visits to 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, demands, 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](mailto:careers@osheabuilders.com) or visit our website at [www.osheabuilders.com](http://www.osheabuilders.com).

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

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