



Entry to Mid - Level Cost Estimator

Job Post

Effective Date: 240130

Summary

As an Entry to Mid-Level Construction Cost Estimator, you will be responsible for accurately estimating the costs involved in construction projects. You will work closely with project managers, architects, engineers, and subcontractors to analyze project requirements and develop detailed cost estimates. This role requires a strong understanding of construction processes, materials, labor, and market trends. Attention to detail, analytical skills, and collaboration are essential for success in this position. Travel may be required for this position. This role also fosters a commitment to excellence and continuous growth.

Key Responsibilities

Quantity Takeoffs (QTO): Perform detailed quantity takeoffs from project documents, including measurements and calculations of required materials, labor hours, equipment usage, and other resources needed for each project phase.

Cost Estimating: Prepare accurate and comprehensive cost estimates for construction projects, considering factors such as materials, labor, equipment, vendor quotes, and other relevant expenses.

Project Analysis: Review project plans, specifications, and drawings to identify and understand the scope of work, key deliverables, and technical requirements. Analyze and interpret complex construction documents to determine cost implications accurately.

Cost Database Maintenance: Maintain and update cost databases, ensuring accurate and up-to-date information on labor rates, material costs, equipment rental rates, and other relevant cost factors. Utilize historical cost data and industry benchmarks to improve accuracy and efficiency.

Collaboration and Communication: Collaborate with A-E Teams and other stakeholders to understand project goals, resolve cost-related issues, and provide accurate cost estimates and recommendations. Effectively communicate cost information to project stakeholders in a clear and concise manner.

Continuous Improvement: Stay updated with the latest construction industry trends, cost estimating techniques, software tools, and regulations. Seek opportunities for professional development and contribute to the enhancement of cost estimating processes and methodologies within the organization.

Compensation and Benefits Overview

- **Salary Range:** \$65,000 - \$95,000 annual salary commensurate with experience and qualifications.
- **Annual Salary Step Increase:** As part of our commitment to recognizing and rewarding the hard work and contributions of our team members, we offer an annual salary step increase program for this position. Based on performance evaluations, organizational goals, and budgetary considerations, you may be eligible for up to a **\$5,000** salary increase on an annual basis. The specific details and criteria for the salary step increase will be outlined in your employment agreement and reviewed annually during the performance evaluation process.
- **Flexible Work Schedule:** Tailored to support work-life balance. Our company core hours, when all employees are expected to be on duty, are Monday through Friday from 10:00 AM to 3:00 PM Hawaii Standard Time (HST). Outside core hours, you have flexibility to set your own work schedule, adhering to a 40-hour minimum workweek.
- **Medical Insurance:** J. UNO covers 100% of the 'employee-only' premium, and 60% (non supervisory position) or 80% (supervisory position) of either 'employee + child' or 'employee + family' premium.
- **Paid Time Off (PTO):**
 - **Flexible PTO Accrual:** Full-time employees benefit from a generous PTO accrual system based on years of service, with an increasing scale of monthly and annual accrual rates, and a clear maximum accrual limit.
 - **Comprehensive Sick Leave Policy:** Includes accrued sick leave from the hire date for personal or immediate family health needs, with detailed guidelines for usage and required documentation.
 - **Generous Paid Holidays & Bereavement Leave:** Observes major holidays, including half-days for community service, and provides bereavement leave for immediate and extended family members, pets, and colleagues, reflecting our commitment to employee support in times of need.
 - **Jury Duty Compensation & Leave Donation Program:** Offers income protection for jury duty and a compassionate leave donation program, allowing employees to support colleagues during medical crises.
 - **Employee-Centric Approach:** The policy emphasizes flexibility, including rollover of unused PTO, provisions for negative PTO balances with approval, and special considerations for new employees, showcasing our commitment to an employee-first culture.
- **Retirement Benefits:** 401K enrollment with a 3% employer contribution and profit-sharing, both after 6 months.
- **Parental Leave:** Two weeks of paid leave following childbirth or adoption, applicable after one year.
- **Commuter Benefits:** Options include paid parking, a monthly bus pass, or Biki membership.
- **EAP:** Counseling sessions available for various concerns for you and household members.

- **Insurance:** Life and AD&D insurance worth \$100,000, LDI, supplemental income protection, and retirement plan protection.
- **Flexible Spending Accounts:** Available for healthcare and dependent care.

Qualifications

Education & Certification:

- Bachelor's degree in Construction Management, Engineering, or a related field is preferred but not mandatory for all levels.
- Entry-level: No specific certifications required.
- Mid-level: Ability to attain Certified Cost Technician (CCT) and MII Basic Training Certification within one year of employment.
- Relevant certifications or coursework in cost estimating are a plus.

Experience:

- Entry-level: 0 to 1 year.
- Mid-level: 2+ years, with the ability to read and interpret construction blueprints and possess drafting experience.

Skills & Knowledge:

- Proficiency in industry-standard cost estimating software and tools.
- In-depth understanding of construction materials, methods, and techniques, as well as building codes and regulations.
- Strong mathematical, analytical, and problem-solving capabilities.
- Acute attention to detail and competency in managing technical documents.
- Effective communication and interpersonal skills to foster collaboration with cross-functional teams and external stakeholders.
- Capacity to work under pressure and meet project deadlines.
- Robust organizational skills with a knack for handling multiple projects simultaneously.

Additional Requirements:

- **Travel:** Both local and non-local travel are essential for client or project meetings, industry conferences, and team support. Applicants must have a valid passport and driver's license or be able to obtain both upon taking the position.
- **Clearance:** Ability to access U.S. Department of Defense (DoD) information and locations. This includes undergoing background checks, potential drug testing, and training while adhering to security policies and standards. Candidates should also maintain the capability to obtain base passes and engage in relevant procedures promptly.
- **Physical Demands:** Regular requirements include sitting, handling, and communicating. Occasional demands involve standing, walking, stooping, kneeling, crouching, crawling, and lifting up to 30 pounds. Specific vision skills encompass close vision, distance vision, color vision, peripheral vision, depth perception, and focus adjustment.

Who We Are

J. Uno and Associates, Inc. (J. UNO), Hawaii's largest pure construction cost consulting firm, has been serving the Pacific Rim and managing projects worldwide since 1989. Currently in an exciting season of growth, we are seeking cost estimators at levels from entry to senior. These full-time exempt positions are based in our Honolulu, HI office or upcoming Orlando, FL office, where you'll work Monday through Friday alongside a supportive team.

What You Will Do

J. UNO assists Architect-Engineer (A-E) design teams in bringing projects to fruition by providing cost guidance. We create awareness of estimated construction costs at every phase of the design process, helping teams finalize designs within client budgets. Our team takes on new projects and challenges every week, performing tasks that include reading blueprints, performing quantity takeoffs, obtaining pricing quotes, conducting market research, attending client meetings, and packaging and submitting cost estimates. Our estimates cover various disciplines including architectural, structural, civil, electrical, and mechanical. While project locations span the Pacific and the globe, most work will be performed in our Orlando office. Local and non-local travel may be required for site investigations, design charrettes, and On-Board Reviews. We utilize software such as Microsoft Excel, Bluebeam, On-Screen Takeoff (OST), and MCACES 2nd Generation (MII) in our daily tasks.

Who Are You?

This role is for you if you enjoy using your imagination, exploring complex issues, and embracing new challenges daily. You are not the type who is content doing the same tasks for similar projects day in, day out. With 400 new projects annually, each one unique, J. UNO offers constant opportunities to learn. The diversity of projects will expose you to the A/E/C industry, including studies, master plans, renovations, and new construction across various sectors like schools, hospitals, hotels, airports, luxury, public housing, harbors, piers, and more.

The J. UNO team consists of individuals who are hungry, humble, and smart. We celebrate each other's successes and support one another through challenging times. Our core values are the foundation of our culture, and we make a concerted effort to ensure that we live and breathe these values daily.

- **Worthy of Trust**
 - Practice what you preach
 - Be reliable and dependable
 - Be honest and straightforward
 - It's okay to say "No"
- **Mastery of Craft**
 - Be a lifelong learner

- o Work hard; Work smart
- o Have grit
- o Be intentional
- o Unconscious competence
- **Humble Confidence**
 - o Be genuine – Put in the work and know your stuff
 - o Believe in yourself and your abilities
 - o Make room for other people’s thoughts and ideas. No one knows all the answers.
 - o Humble on the outside, confident on the inside
- **Find the Why**
 - o Curiosity fosters learning
 - o Feed your appetite for knowledge
 - o Seek first to understand, then to be understood
 - o There’s no such thing as an unintelligent question
- **Be a Multiplier**
 - o Team Player who helps others succeed
 - o Small things make the biggest difference
 - o Add value to everything you do
 - o Elevate and take it to the next level

We are an equal opportunity employer

J. UNO is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided based on qualifications, merit, and business need.

Get in touch

If you would like to apply for this position, please send your resume and cover letter to staffing@j-uno.com.