



Cost Estimator

Job Post

Who We Are

J. Uno & Associates, Inc. (J. UNO) is Hawaii's largest pure construction cost consulting firm, serving the Pacific Rim and projects worldwide since 1989. We are in an exciting season of growth and are seeking entry- to senior-level cost estimators. These would be full-time exempt positions, and you would work alongside team members in our Honolulu office Monday through Friday.

What You Will Do

J. UNO helps Architect-Engineer (A-E) design teams bring the vision of a project to fruition through cost guidance. By creating awareness of estimated construction costs at every phase of the design process, J. UNO helps teams produce final designs within client budgets. We are presented with new projects and challenges every week and perform a variety of tasks that include reading blueprints, performing quantity takeoffs, obtaining pricing quotes, performing market research, attending client meetings, and packaging and submitting cost estimates to clients. Our estimates cover architectural, structural, civil, electrical, and mechanical disciplines.

Even though project locations are spread throughout the Pacific and the world, most work will be performed in our Honolulu office. Local and non-local travel is required from time to time for site investigations, design charrettes, and On-Board Reviews. Tasks are primarily performed on computers, using software such as Microsoft Excel, Bluebeam, On-Screen Takeoff (OST), and MCACES 2nd Generation (MII).

Who Are You?

This job will be exciting if you like to use your imagination, explore complex issues, and take on new challenges daily. You are the type of person who quickly becomes bored when asked to work on the same types of projects day in day out. J. UNO receives 400 new projects per year, and each one is unique and will require you to learn something new. The diversity of projects will give you a broad overview of the A/E/C industry, exposing you to studies, masterplans, renovations, and new construction of schools, hospitals, hotels, airports, luxury & public housing, harbors & piers, and more. If you name it, we've probably done it.

The J. UNO team consists of hungry, humble, and smart individuals who celebrate each other's successes and support one another through tough seasons. Our core values are the foundation of our culture, and we recalibrate quarterly to ensure we live and breathe these daily. As a consistent winner of Pacific Business News' *Hawaii's Best Workplaces* award, we celebrate, protect, and help each other in alignment with our core values.

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

Your Qualifications

- **Experience**
 - Entry-level: 0 to 1 year
 - Mid-level: 2+ years
 - Senior-level: 7+ years

- **Education & Certification** – Bachelor’s degree preferred but not required for all levels
 - Entry-level: N/A
 - Mid-level: Able to attain Certified Cost Technician (CCT) and MII Basic Training Certification within one year of employment.
 - Senior-level: Able to attain Certified Cost Professional (CCP) and MII Advanced Training Certification within one year of employment.
- **Travel** – Both local and non-local travel are required for this position for attendance of client or project meetings, industry conferences, and team support. Driver License and U.S. Passport must be active at all times.
- **Clearance to access U.S. Department of Defense (DoD) information** – This role requires access to confidential information. You will be required to undergo a background check, drug testing when requested, and training. You will also be trained and required to comply with all security policies and standards. U.S. citizenship may be required.
- **Clearance to access U.S. Department of Defense (DoD) locations** – You will need to maintain the ability to obtain base passes and participate in base pass applications, necessary interviews, and pick-up procedures in a timely manner. U.S. citizenship may be required.
- **Physical Demands** – The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, use hands to handle or feel, and talk/hear. The employee may be required to reach with hands and arms. The employee is occasionally required to stand, walk and stoop, kneel, crouch, or crawl. The employee may need to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Our Compensation and Benefits

- **Compensation** – Starting pay for entry- to senior-level estimators range from \$65,000 to \$145,000 per year. Compensation is based on our pay scale, which includes annual step increases in alignment with each role. Estimator levels are determined by experience, capability, and certification. Below is a list of entry- to senior-level estimator roles.
 - Project Estimator I
 - Project Estimator II
 - Project Estimator III
 - Project Estimator IV
 - Senior Estimator I
 - Senior Estimator II

- Medical, Dental, and Vision Insurance – J. UNO will pay 100% of the ‘employee-only’ premium. For employees who opt for a family plan to include their spouse and/ or children, J. UNO will pay 60% of the premium for Project Estimators and 80% of the premium for Senior Estimators.
- Paid Time Off (PTO) – PTO is earned using an accrual rate based on years of service:
 - 0-3 years: 18 PTO days per year
 - 3-6 years: 20 PTO days per year
 - 6+ years: 22 PTO days per year
- Sick Leave – 5 days per year
- 401K Enrollment – 3% employer contribution after 6 months of employment.
- 401K Profit-sharing after 6 months of employment.
- Paid Parental Leave – Two weeks of paid leave following the birth or adoption of a child after 1 year of employment.
- Commuter benefit – Paid parking near the office, a monthly bus pass or Biki membership.
- Employee Assistance Program (EAP) – Counseling sessions for work-related, personal, or mental health topics for you or your household members.
- Life Insurance and Accidental Death and Dismemberment (AD&D) – Coverage of \$100,000
- Long Term Disability Insurance (LDI)
- Supplemental Income Protection
- Retirement Plan Protection
- Flexible Spending Accounts (FSA) for healthcare and dependent care

*Benefits may be added, modified, or deleted from the benefits package from time to time.

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

To apply for this position, please send the following to staffing@j-uno.com:

1. Cover Letter
2. Resume