



## **Cost Estimator (Mid-Level)**

### **Honolulu, HI 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. Thanks to our wonderful team, J. UNO has been consistently recognized as one of Hawaii's Best Workplaces by Pacific Business News (PBN). We are in an exciting season of growth and are seeking two (2) mid-level cost estimators located on the island of Oahu in Hawaii. These would be full-time exempt positions, and you would work alongside team members in our Honolulu office Monday through Friday.

J. UNO joins Architect-Engineer (A-E) design teams in bringing 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.

#### **What you will do**

As a Project 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.

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 2<sup>nd</sup> Generation (MII).

Day-to-day responsibilities include the following:

- **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.
- **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. Obtain price quotes and develop Basis of Cost Estimates (BOCE). Compile estimates in Microsoft Excel and/ or MII.
- **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, industry benchmarks, and gathered pricing quotes to improve accuracy and efficiency.
- **Collaboration and Communication:** Attend meetings, site visits, charrettes, and industry events as requested or assigned (may require non-local travel). Collaborate with A-E Teams and other stakeholders to understand project goals, resolve cost-related issues, and provide accurate cost estimates. Effectively present cost information, potential problems, and recommendations, 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.

### **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 do the same tasks for 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.

- **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**

- Bachelor's degree in construction management, engineering, or a related field is preferred but not required
- 5+ years in the A/E/C industry
- 2+ years leading and managing projects
- Ability to attain Certified Cost Technician (CCT) and MII Basic Training certifications 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's License and 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.

**Clearance to access U.S. Department of Defense (DoD) locations** – You will need to maintain the ability to obtain base passes and participate in applications, necessary interviews, and pick-up procedures in a timely manner. A U.S. Passport is required for certain DoD projects.

**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 accommodation 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**

- **Salary Range:** Starting from \$85,000 to \$105,000 per year. 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 each year.
- **Flexible Work Schedule:** To support personal needs and your hours of highest productivity, we have company core hours Monday through Friday from 10:00 AM to 3:00 PM. During these hours, all employees are expected to be on duty. However, outside of these hours, you may design your own work week to meet your 40-hour schedule in alignment with the expectations of your role and manager approval.
- **Medical Insurance:** J. UNO will pay 100% of the 'employee-only' premium or 60% of either 'employee + child,' 'employee + spouse,' or 'employee + family' premiums.
- **Paid Time Off (PTO):** Accrue 18 days per calendar year. After 3 years of employment, accrue 20 days per year. After 6 years of employment, accrue 22 days per year.
- **Sick Leave:** 5 days per year
- **Holidays:** 12 holidays observed per year
- **401K Enrollment:** 3% employer contribution after 6 months of employment.

- **Parental Leave:** Two weeks of paid leave following childbirth or adoption, applicable after one year of employment.
- **Commuter Benefits:** In-office employees have the option of paid parking at the office, a monthly public transit pass.
- **Employee Assistance Program (EAP):** Counseling sessions for work-related, personal, or mental health topics for you or your household members.
- **Insurance:** Life Insurance & 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):** Options for healthcare and dependent care

### **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](mailto:staffing@j-uno.com).