

Estimator

Department: Estimating

Supervisor: Chief Engineer

Compensation: FLSA Status Exempt

Location: Kirkland, Washington

Position Summary

The Estimator works as part of a team to prepare estimates for construction projects.

Position Responsibilities

- Reviews proposal specifications and drawings
- Generates detailed scopes of work
- Prepares material quantity takes-offs for scopes of work that contractor self-performs
- Solicits and obtains material and subcontractor quotes
- Develops subcontractor and supplier relationships, which requires telephone and in-person outreach
- Identifies and reports errors, ambiguities, and missing information in contract documents
- Supports the bid day closing of the estimate
- Assists with post-bid analysis
- Completes work on time in a professional and competitive manner
- Maintains positive relations with clients, subcontractors, and the community
- Communicates effectively with team members
- Works as part of a team in an office-setting

Position Expectations

- Exhibits moral and ethical behavior in all business and personal activities in accordance with Osborne's Code of Business Ethics and Conduct Policy
- Follows company safety policies and procedures

Essential Skills and Experience

- Experience estimating commercial and residential private projects, including multi-family projects, in the Pacific Northwest
- College degree in Engineering, Construction Management, or related degree and 2 to 5 years of construction experience or equivalent combination of education and experience
- Working knowledge of Microsoft Office Suite and computer based scheduling software

Physical Demands

The physical demands 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 job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

Equal Opportunity Employer

Osborne is an Equal Opportunity Employer that does not discriminate against any applicant for employment or any employee because of race, ethnicity, religion, gender, gender identity, sexual orientation, age, veteran status, genetic information, disability status, or any other protected category.

Drug-Free Workplace

Osborne maintains a drug and alcohol-free work place. Drug tests are performed by Osborne for the following: pre-employment, post-accident, randomly, and for cause.

Email your resume to careers@osborne.cc or fax it to (877) 483-9782

This Organization Participates in E-Verify.