

Senior Estimator

Department: Estimating

Supervisor: Chief Engineer and Vice President of Operations

Compensation: FLSA Status Exempt

Location: Kirkland, Washington

Position Summary

Responsible for preparation and coordination of complete estimates. Ability to close estimates as part of a team or as the leader of a team. Receives assignments from Osborne's Chief Engineer and technical instruction and review from Osborne's Chief Estimator.

Position Responsibilities

- Reviews proposal specifications and drawings to determine scope of work and required contents of estimate
- Prepares and updates an estimate specific "Action List" which lists specific task assignments, required completion dates, and actual completion dates in order to track and ensure timely completion of estimates
- Generates detailed scopes of work. 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
- Bid day closing of the estimate, which includes analyzing material and subcontractor bids, determining the low responsible subcontractors, and inputting these values into the estimate summary sheet
- Performs post-bid analysis and prepares control estimates for successful bids. Develops historical cost data.
- Interacts with team, majority of work completed in an office-setting
- Completes estimates on time, in a professional and competitive manner
- Estimates are accurate, and consider risk factors and construction methods
- Maintains positive relations with clients, subcontractors, and the community
- Communicates effectively with team members
- Prepares complete detailed estimates for scopes of work that contractor typically self-performs

Position Expectations

- Perform assignments on own initiative in compliance with established policies and procedures
- 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 multi-family projects in the Pacific Northwest
- College degree in Engineering, Construction Management, or related degree and 10+ years of experience or equivalent combination of education and experience
- Ability to prepare and close complete estimates
- Working knowledge of Microsoft Office Suite and computer based scheduling software

Preferred Experience

- Experience with conceptual estimates and design-build estimating
- Experience with developing project bid strategies and techniques

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.