



Currently accepting applications for:

Construction Cost Estimator

SALARY: \$25.64 - \$34.29 Hourly

OPENING DATE: 11/22/17

CLOSING DATE: Continuous

JOB SUMMARY:

King County Housing Authority (KCHA), an independent municipal organization, is a high performing nationally recognized leader in affordable housing. KCHA provides innovative and effective housing solutions so that people and communities can prosper. Our vision is that all residents of King County have quality affordable housing. KCHA is the largest housing provider in the county, and annually, the agency serves over 50,000 low-income individuals.

We transform lives through housing.

We currently have an exciting opportunity for a seasoned and talented Construction Cost Estimator to work in the Capital Construction department located at the central office in Tukwila, WA. This work will involve the preparation of construction cost estimates for capital construction projects including multi-family rehabilitation, mixed use population rehabilitation, new construction projects, change order proposals, and change orders.

The Construction Cost Estimator is relied on and responsible for cost analysis, cost effectiveness and for the determination of labor, material and other ancillary costs. The incumbent will determine and recommend cost effective approaches to the projects and will make presentations to management. In this role, you will develop a database of historical costs, review contractor cost proposals and will assist project managers and project engineers with value engineering, cost controls and cost tracking. KCHA currently relies on RS Means data bases and Guide publications to develop estimates.

ESSENTIAL FUNCTIONS:

[Click here for additional details regarding this position's classification specification.](#)

QUALIFICATIONS AND COMPETENCIES:

Required Qualifications:

- Bachelor's Degree in Construction Management, Architecture, Engineering, or related field and three years of related experience **OR** an equivalent combination of education and experience.

Required Knowledge, Skills and Abilities:

- Experience with construction means and methods.
- Extensive knowledge with research, statistical and quantitative analysis techniques; principles and practices of cost estimating, financial project management; basic working knowledge of federal Uniform Business Code (UBC), and state and local business codes and laws are required.
- Knowledge of theory, principles and techniques of construction cost estimating for multi-family residential projects, mixed use population projects, and light commercial projects including community facilities.
- Knowledge of building envelope upgrades, infrastructure work including civil upgrades, site improvements, and underground utility upgrades.
- Working knowledge of RS Means, The Guide, and/or similar cost estimating resources; knowledge of labor costs including Davis-Bacon wages and Washington State prevailing

wages preferred.

- Analyzes problems, identifies alternative solutions, and implements recommendations; demonstrates critical, creative, and reflective thinking.
- Ability to explain complex or technical information regarding rules, rights, regulations, policies, procedures, programs, or services to answer questions, resolve problems, and communicate decisions or actions.
- Clearly and effectively communicates both verbally and in writing by actively listening and sharing relevant information.
- Effectively organizes multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough and on time.
- Proficiency with MS Office to include Word, Excel, and Outlook.
- Works effectively and efficiently to provide quality service to satisfy service expectations; seeks ways to improve service delivery; demonstrates strong project management skills.

Special Requirements:

- Consent to and pass required assessments.
- Consent to and pass a driver's and criminal records background check.
- Must possess a valid driver's license and own or have access to a vehicle to travel regularly between work sites. Must have an acceptable driving record at time of appointment and throughout employment.

POSITION INFORMATION AND APPLICATION PROCESS:

Application Requirements:

To be considered for this opportunity, you must:

- Complete the online application profile in its entirety.
- Upload a cover letter that addresses how your experience and education qualifies you to perform the essential functions listed in the job announcement. **(Cover Letter)**
- Upload a detailed résumé of all educational and professional experience. **(Résumé)**

Salary & Benefits:

The salary range of this position is \$25.64 - \$34.29 per hour. Performance based merit increase opportunities and COLAs are reviewed on an annual basis. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, tuition reimbursement, and retirement benefits are also available.

Work Environment:

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment with travel between work sites. The incumbent frequently uses standard office equipment including personal computers, telephone and related equipment and drives a vehicle on Authority business.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kcha.org>

Position #2017064
 CONSTRUCTION COST ESTIMATOR
 SC

600 Andover Park West
 Tukwila, WA 98188
 206-574-1100
 206-574-1265

Construction Cost Estimator Supplemental Questionnaire

- * 1. Do you have direct experience with the King County Housing Authority?
 - Yes, I am a current employee at KCHA.
 - Yes, I am a current temporary employee at KCHA.
 - Yes, I am a current resident of KCHA.
 - Yes, but not as described above.
 - No, I don't have any direct experience but I am willing to learn.
- * 2. Which best describes your level of education?
 - High School Diploma or GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or Higher
 - None of the above
- * 3. Which best describes your level of education in Construction Management?
 - Master's degree or higher in Construction Management or closely related field
 - Bachelor's degree in Construction Management or closely related field
 - Associate's or Technical degree in Construction Management or closely related field
 - Other degree or certificate
 - No related education
- * 4. Please identify your experience with construction means and methods, materials and products, and labor costs.
 - I have no related experience.
 - I have less than one year of experience.
 - I have 1 to 3 years of experience.
 - I have 3+ to 5 years of experience.
 - I have more than 5 years of experience.
- * 5. Please identify your experience with preparation of cost estimates for change order requests and change orders.
 - I have no related experience.
 - I have less than one year of experience.
 - I have 1 to 3 years of experience.
 - I have 3+ to 5 years of experience.
 - I have more than 5 years of experience.
- * 6. Please identify your experience preparing change orders.
 - I have no experience preparing change orders.
 - I have prepared and completed change orders.
 - I have assisted with the preparation of change orders.
- * 7. Please identify your experience with construction cost estimating including familiarity with estimating tools and techniques for multi-family construction/renovation projects and new construction projects.
 - I have no related experience.
 - I have less than one year of experience.
 - I have 1 to 3 years of experience.
 - I have 3+ to 5 years of experience.
 - I have more than 5 years of experience.
- * 8. Please identify your familiarity with research, statistical and quantitative analysis, and financial project management techniques.
 - I have no related experience.
 - I have less than one year of experience.
 - I have 1 to 3 years of experience.

- I have 3+ to 5 years of experience
 - I have more than 5 years of experience.
- * 9. This position requires a valid driver's license and acceptable driving record at the time of hire. A valid Washington State Driver's License is required within 30 days of employment. Maintaining an acceptable driving record throughout employment at KCHA is required for this position. Can you meet this requirement?
- Yes
 - No
- * 10. Do you have any combination of two or more license suspensions or revocations within the last five years?
- Yes
 - No
- * 11. Have you had any of the following violations within the last three years? Please select all that apply.
- I have NO violations on my driving record in the last 3 years
 - Reckless or negligent driving or other similar offense (e.g., careless driving)
 - Failure to stop and report a vehicle incident (e.g., hit and run)
 - Any driving offense involving the use of drugs, alcohol, controlled substances, or other gross misdemeanors or felonies
 - Driving while license is suspended or revoked
 - Eluding an officer of the law
 - Possession of open container of alcoholic beverage
- * Required Question