

BUILDING PROJECT ESTIMATOR

DEFINITION

Prepares and reviews cost estimates for new construction, modernization, and major alteration projects.

TYPICAL DUTIES

- Prepares construction cost estimates for building projects from drawings, outlines, and specifications, including estimates for new structures, built-in equipment, site work, landscaping, and alteration or demolition of old structures.
- Implements cost surveys to meet State and federal mandates regarding such subjects as provisions for individuals with physical disabilities, energy conservation, and aircraft and freeway noise abatement.
- Checks construction cost estimates submitted by commissioned architects and engineers for accuracy and completeness.
- Prepares cost estimates for projects designed by District employees.
- Makes detailed labor and material estimates of the cost of construction change orders.
- Prepares construction cost studies for long-range planning pertaining to the capital outlay budget.
- Prepares comparative cost estimates for each modernization project according to alternate rehabilitation and replacement proposals.
- Confers with commissioned architects and engineers to resolve differences in their cost estimates and District cost estimates.
- Reviews estimates of construction costs submitted by commissioned architects and prepares detailed estimates of adjustments.
- Serves as cost consultant for District staff, school administrators, and public agencies in matters related to school construction.
- Checks construction cost breakdowns as estimated by building contractors and recommends acceptance or rejection as a basis for progress payments.
- Maintains records of current costs of construction and develops construction cost estimates for standardized buildings and classrooms.
- Prepares bi-monthly and annual reports of the District Building Construction Contracts Program, including graphic cost projections and local cost trends.
- Makes studies and prepares reports in cases where contractors' bids vary widely from estimated costs.
- Assists the Real Estate Branch by providing estimates of building replacement values or new site grading and development costs.
- Assists the Office of Risk Management and Insurance Services by estimating replacement costs related to fire and vandalism.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Building Project Estimator estimates costs of labor and materials in the construction, alteration, and repair of District facilities and provides services for specific projects as assigned.

The Chief Estimator directs and oversees the construction cost estimating and budgeting activities for school building projects, and advises on cost estimating procedures to secure State and federal funding.

SUPERVISION

General supervision is received from a Chief Estimator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Building cost estimating procedures
- Building materials, types of buildings, and construction methods
- Current labor and material costs in the construction industry
- State and local construction codes, ordinances, and regulations

Ability to:

- Read and interpret architectural and engineering plans and specifications
- Work effectively with District employees and commissioned architects and engineers
- Devise nonstandard methods for the preparation of accurate building cost estimates that are not based on standard tables of material and labor costs
- Use computer spreadsheet, data base, and estimating software

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a major in a field related to construction, such as structural, civil, electrical, or mechanical engineering, architecture, or construction management / technology;

or

Graduation from high school or evidence of equivalent educational proficiency and either certification from the American Society of Professional Estimators with the designation of Certified Professional Estimator or certification from the Association for the Advancement of Cost Engineering with the designation of Certified Cost Consultant or Certified Cost Engineer; or

Graduation from high school or evidence of equivalent educational proficiency and two years of experience in addition to the experience required below.

Experience:

Three years of professional experience in the preparation of complete cost estimates for type I, II, III, and V building construction as defined by the State building code

Special:

- A valid California Driver license.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.