

SENIOR BUILDING PROJECT ESTIMATOR

DEFINITION

Coordinates and performs cost estimating for new construction, alteration, and repair of District buildings; reviews the estimated costs of change orders; prepares forms and other materials and represents the District in securing building funds from State and federal school aid programs.

TYPICAL DUTIES

Plans, coordinates, and participates in the preparation of construction cost estimates of buildings or other structures from drawings, outlines, and specifications.

Prepares and reviews cost estimates and forms and other materials submitted to secure State and/or federal grants and loans from school aid programs and represents the District on matters pertinent to securing such funds.

Checks construction cost estimates submitted by commissioned architects and engineers for accuracy and completeness and compares them with District estimates.

Confers with commissioned architects and engineers to resolve differences in their cost estimates and District estimates for each project and negotiates agreements on preliminary estimates of construction costs.

Makes studies and prepares reports when contractors' bids vary widely from the agreed construction cost estimate.

Checks segregations of contract costs as estimated by building contractors and recommends acceptance or rejection as a basis for progress payments.

Analyzes change orders on construction work under contract and approves or rejects extras or credits submitted.

Prepares or reviews cost estimates for projects designed by District employees.

Establishes and maintains procedures for approval of plans and specifications for building projects and submission of approved projects to public bidding.

Develops methods for maintaining data used in records, charts, and graphs reflecting estimated construction costs compared with actual costs.

Conducts and participates in seminars and workshops with District personnel and minority contractors relative to school construction bidding procedures, contracts, and cost estimating.

Estimates costs of damages to District property caused by fire, natural disaster, and major acts of vandalism.

Establishes budgets for school building projects.

Assists other branches in the District with related functions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Building Project Estimator is responsible for the completeness and accuracy of building cost estimates, the review of proposals for school building funding, and the coordination of submission of plans and specifications to public agencies for approval and to contractors for bidding.

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.

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.

SUPERVISION

General direction is received from the Chief Estimator. Supervision may be exercised over Building Project Estimators.

CLASS QUALIFICATIONS

Knowledge of:

- Building cost estimating methods and procedures
- Building materials, types of buildings, and construction methods
- Current labor and material costs in the construction industry
- School facilities grants and funding regulations
- School design standards and specifications
- State and local building codes, ordinances, and regulations

Ability to:

- Devise nonstandard methods for the preparation of accurate building cost estimates
- Read and interpret architectural and engineering plans and specifications
- Conceptualize scope of work, methods of placement and cost based on verbal description or visual observation
- Work effectively with District employees, commissioned architects/engineers, and contractors
- Use computer spreadsheet, data base, and estimating software
- Supervise effectively

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:

Five years of professional experience in the preparation of complete cost estimates for type I, II, or 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. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
08-10-15
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