

COST ESTIMATOR

DEFINITION

Under direction, prepares and reviews cost estimates for new construction, modernization, and major alteration projects; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey-level class in the Cost Estimator series. Incumbents apply engineering principles, methods, and techniques necessary to analyze design projects in terms of the most economical construction or installation procedures, or to analyze revisions to projects under construction to determine acceptable added costs. This class is distinguished from the Senior Cost Estimator in that that latter is responsible for preparing construction cost estimates on the more complex and larger projects from the budgetary to final plans stage, independently determines revised costs on structures or phases of projects undergoing specification alteration, and provides lead project direction and work product review of project team staff.

EXAMPLES OF DUTIES (*illustrative only*)

- Prepares construction cost estimates for building projects from preliminary 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 the physically disabled, and energy conservation.
- Checks construction cost estimates submitted by contract architects and engineers for accuracy and completeness.
- Makes detailed labor and material estimates for the cost of construction change orders.
- Prepares construction cost studies for long-range planning.
- Prepares construction cost estimates for each modernization project according to alternate rehabilitation and replacement proposals.
- Confers with contract architects and engineers to resolve differences in cost estimates.
- Reviews final estimates of construction costs submitted by commissioned architects and prepares detailed estimates of adjustments to the preliminary estimate.
- 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.
- Makes studies and prepares reports in cases where contractors' bids vary widely from estimated costs.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- Required to travel statewide frequently as necessary.
- May be required to travel out-of-state on a very limited basis.

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.
- State and local construction codes, ordinances, and regulations.
- General areas of practice for architecture, engineering, and construction management.

Ability to:

- Read and interpret architectural and engineering plans and specifications.
- Work effectively with judicial branch employees and contractors.
- Devise nonstandard methods for the preparation of accurate building cost estimates.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, computer-aided drawing, and project management software.
- Communicate effectively in English, orally and in writing.
- Prepare and deliver effective oral presentations.
- Prepare a variety of effective written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a Bachelor's degree from an accredited college with specialization in civil engineering or architecture is required. Three years of experience in the preparation of complete cost estimates for institutional (including public) and/or commercial building projects; or three years of experience as an architect, engineer, general building contractor, or construction superintendent that included preparation of such estimates.

One year of postgraduate education in a field related to the work may be substituted for one year of required experience.