

SENIOR COST ESTIMATOR

DEFINITION

Under direction, prepares and reviews preliminary and final construction cost estimates for various kinds of construction including new construction, modernization, demolition, and major alteration projects; performs related work as assigned.

CLASS CHARACTERISTICS

This is the senior-level class in the Cost Estimator series. Incumbents at this level are responsible for preparing construction cost estimates on the more complex and larger projects from the budgetary to final plans stage, independently determining revised costs on structures or phases of projects undergoing specification alteration, and providing lead project direction and work product review of project team staff. Incumbents may be involved with the formulation and recommendation of procedures for obtaining cost and operations data using current database and fiscal system applications and programs.

EXAMPLES OF DUTIES (*illustrative only*)

- Develops cost standards and procedures including the defining of program goals.
- Develops user platform for cost estimating of capital and operating projects.
- Assists planning and project management staff in capital budgeting.
- Plans, oversees, and participates in the preparation of construction cost estimates of building and other structure from preliminary drawings, outlines, and specifications.
- Identifies, prepares, and procures contract estimating services as required.
- Checks construction cost estimates submitted by contract architects and engineers for accuracy and completeness.
- Confers with contract architects and engineers to resolve differences in cost estimates.
- Makes studies and prepares reports when contractors' bids vary widely from the agreed construction cost estimate.
- Checks aggregations of and itemized contract costs as estimated by building contractors and recommends acceptance or rejection as a basis for project planning or project approval, prior to commencement of a building project, and progress payments, during negotiations of contracts, as applicable, and during project construction administration.
- Analyzes change orders on construction work under contract and approves or rejects extras or credits submitted.
- Participates in the project team review of plans and specifications for building projects and submission of approved projects which are subject to procurement by competitive bidding, negotiation or other forms of contracting which are appropriate for a particular project or projects.

- Develops methods for maintaining data used in records, charts, and graphs reflecting estimated constructions costs compared with actual costs.
- May participate in assessments, or serve as a resource to insurance professionals in establishing estimates of damages caused by fire, natural disaster, and major acts of vandalism, or in assessing project or building values for insurance or bonding purposes
- Establishes a professional development program component and provide training to division staff on survey cost estimating.

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:

- Conceptualize scope of work, methods of placement, and cost based on verbal descriptions or visual materials.
- Read and interpret architectural and engineering plans and specifications.
- Work effectively with judicial branch employees, contractors and other sources.
- Devise nonstandard methods for the preparation of accurate building cost estimates.
- Organize own work, set priorities, and meet critical deadlines.
- Use computer spreadsheet, database, and estimating software.
- 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. Five years of experience in the preparation of complete cost estimates for institutional (including public) and/or commercial building projects; or five 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.