

CHIEF ESTIMATOR

DEFINITION

Plans, organizes, and directs the activities of the Estimating Section in the Facilities Division, including the preparation of construction cost estimates, budgets, and value engineering for the school building projects.

TYPICAL DUTIES

Develops, plans, supervises, and participates in the preparation of construction cost estimates for school buildings and other District building structures.

Establishes cost estimating formats, related forms and other materials required to secure federal and/or State grants and loans, and represents the District on matters pertinent to securing such funds.

Prepares budgets for school building projects.

Recommends value engineering items to reduce project construction costs.

Confers with the Office of Public School Construction on matters relating to new construction or modernization funding legislation and eligibilities.

Supervises the review of commissioned architects' and/or engineers' construction cost estimates and area diagrams.

Evaluates the review of contractors' segregation of contract costs for progress payments.

Directs the review and analysis of contractors' change orders on construction work under contract.

Develops methods for maintaining current and historical construction cost data.

Oversees the establishment and maintenance of estimating guides and procedures to meet requirements of the District and funding agencies.

Confers with commissioned architects and engineers to resolve differences in construction cost estimates.

Conducts studies of statewide and nationwide construction costs on typical school buildings.

Conducts and participates in seminars and workshops with District personnel on cost estimating.

Assists the preparation of funding calculations and projections.

Assists other branches in the District with related functions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

The Director of Facilities Program Support Services assists the Chief Facilities Executive in the overall administration of the Facilities program, carries out special projects, and oversees all funding and contract aspects of the facilities program.

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.

SUPERVISION

General direction is received from the Director of Facilities Program Support Services or a high level administrator or executive. Supervision is exercised over Senior Building Project Estimators, Building Project Estimators, and other personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Building cost estimating methods and procedures
- Construction budgeting methods and procedures
- Value engineering principles and methods
- Building materials, types of buildings, and construction methods
- Current labor (including prevailing wages) and material costs in the construction industry.
- Public school facilities grant and funding regulations
- School design standards and specifications
- State and local building codes, ordinances, and regulations

Ability to:

- Direct and coordinate estimating, budgeting, and value engineering activities for a complex school building program
- Devise and maintain nonstandard methods and procedures for the preparation of accurate building cost estimates
- Read and interpret architectural and engineering plans and specifications
- Conceptualize scope of work, method of placement and cost based on verbal description or visual observation
- Work effectively with District employees, commissioned architects and engineers, and contractors
- Use computer spreadsheet, word processing, database, and estimating software
- Prepare clear, concise reports and makes recommendations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in business administration, construction management, construction technology or in a field related to construction, such as structural, civil, electrical, or mechanical engineering, or architecture.

Experience:

Seven 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, including two years in a supervisory capacity.

Experience as an architect, engineer, general building contractor, or construction superintendent that included preparation of such estimates may be substituted for a maximum of three years on a year-for-year basis for the required experience.

Up to four years of experience as a construction inspector on school building projects may be substituted for up to two years of the required experience on a conversion rate of two years as a construction inspector for one year of the required experience.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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 the position at any time.

Revised
03-02-11
LKD