



JULY 2012
FLSA: EXEMPT

COST ESTIMATOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, prepares cost estimates to provide detailed information regarding quantity and cost of materials and labor on Capital Improvement Program (CIP) projects; develops processes and/or techniques that provide clear and standard estimating methods across projects; provides data for analytical comparisons between projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises no supervision of staff. May coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This class is responsible for preparing detailed cost estimates to engineering and project management staff in support of the District's capital improvement program. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Responsibilities may include guidance on programs and/or projects and leads by example. Work is normally reviewed only on completion and for overall results. This class is distinguished from the Planner/Scheduler in that the latter is responsible for the management of project schedules to evaluate the efficiency and effectiveness of contractor performance and to ensure timely project completion.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares cost estimates to provide detailed information regarding quantity and cost of materials and labor on Capital Improvement Program (CIP) projects.
- Reviews engineering plans and specifications to determine materials and quantities required by project specifications.
- Recommends cost saving changes and reviews cost estimates and change orders submitted by construction contractors; provides recommendations to contractors and project managers on potential/available cost savings options.
- Develops processes and/or techniques that provide clear and standard estimating methods across projects, including measuring scope creep as projects advance through the design process.
- Provides data for analytical comparisons between projects.
- Maintains construction estimating software, procedures, guidelines, and formats.
- Develops and implements estimating systems to include multiple estimating platforms, spreadsheets, and databases.

- Participates in the development and implementation of standards used; researches and recommends quality improvement standards.
- Prepares analytical and statistical reports on operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of cost estimation.
- When assigned to programs and/or projects, provides leadership and guidance to others. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; develops and implements work improvements.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Cost estimating of large construction-based projects.
- Project construction environment.
- Principles of project control techniques and methods.
- Consultants and construction specifications and contractor methods of operation.
- Principles and practices of project management and project management techniques.
- Principles of methods, materials, and techniques used in the design and construction of wastewater projects.
- Factors affecting materials and labor costs.
- Principles of work breakdown structures.
- Labor and equipment usage including material and cost databases.
- Principles and techniques of asset management and criteria for the evaluation of projects.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform work of a specialized nature requiring the ability to use independent judgment and personal initiative.
- Lead lower level staff on programs and projects.
- Define project scopes based on limited specific knowledge.
- Read and interpret engineering plans and specifications.
- Interpret consultant design documents and complex facility construction documents.
- Apply critical thinking and analysis to a broad range of situations.
- Estimate the cost of large construction-based projects.
- Utilize estimating software, procedures, guidelines, and formats.
- Implement estimating systems using varying platforms, i.e., spreadsheets, databases, etc.
- Research, compile, analyze, and interpret data.

- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use critical thinking techniques in determining problem resolutions.
- Prepare clear and concise technical reports and documentation.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Demonstrate safe work practices and procedures in the workplace.
- Train others on proper work procedures and lead by example.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in engineering, or a related field; AND,
2. Five (5) years of increasingly responsible cost estimating experience with large construction-based projects, or related experience.

License or Certificate:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.