

EDITED TASK LISTING

CLASSIFICATION: ASSOCIATE ESTIMATOR OF BUILDING CONSTRUCTION

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Review plans and specifications for construction related projects to identify errors, discrepancies, or omissions by applying industry standards, using computer based project tracking tools, and facility requirements to ensure the accuracy of the project scope.
2.	Prepare complete quantity surveys of construction related projects by determining total material and labor required for the project using plans and specifications to create realistic cost estimates (e.g., conceptual, preliminary, and final) during the various phases of the project.
3.	Estimate material and labor costs of construction related projects using plans and specifications, electronic estimating tools, historical data, and vendor/contractor pricing to create realistic cost estimates (e.g., conceptual, preliminary, and final) during the various phases of the project.
4.	Perform as lead estimator for a specific construction related project to provide project management oversight and to ensure that projects are operating within scope, schedule, and budget using effective communication and leadership skills throughout the life of the project.
5.	Conduct project site visits to review existing physical conditions to ensure a thorough understanding of project plans and/or drawings using visual inspections, taking worksite photographic images, and general location awareness throughout the life of the project.
6.	Perform value engineering/analysis of plans and specifications for construction related projects to determine areas of potential cost savings using electronic estimating tools, historical data, and vendor/contractor pricing to bring preliminary and final cost estimates within budget.
7.	Prepare conceptual cost estimates for construction related project proposals to create an initial budget using a conceptual plan, electronic estimating tools, and historical data, which will be used by the project team to determine overall project feasibility.
8.	Prepare preliminary cost estimates for approved construction related projects by revising or updating the conceptual budget to include detailed labor and material costs using electronic estimating tools, preliminary plans and specifications which will be used by the project team to refine the scope of the project.
9.	Prepare final cost estimates for approved construction related projects by revising or updating the preliminary budget with finalized scope and design changes, labor, and materials using electronic estimating tools, final approved plans and specifications which will be used by the project team and other stakeholders to begin the development of contract bid documents.
10.	Develop a total project cost for approved construction related projects by combining hard cost estimates with soft cost estimates (i.e., various permits, fees, and taxes) to finalize project budget using input from one or more entities (e.g., designers, architects, vendors, contractors, inspectors, etc.) to prepare contract bid documents.

Tasks highlighted in bold text are not currently on the SPB classification specification

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11.	Review official project bids received from vendors or contractors by comparing final cost estimates, plans, and specifications to determine if the bids received are realistic and within industry standards in preparation of bid award.
12.	Interview the low bidder, in the case of large discrepancies between the final cost estimate and their bid, to identify reasons for the discrepancy and determine an effective course of action as necessary.
13.	Maintain effective communication with the project team and other stakeholders to ensure all project requirements are met for scope, schedule, and budget throughout the life of the project.
14.	Share project information (e.g., plans, specifications, changes, and decisions) with the project team via various electronic tools to provide and/or request information from designers, vendors, contractors, and other stakeholders as needed.
15.	Negotiate with vendors or contractors on cost or cost savings of material and labor for proposed changes to project and scope using cost estimating tools and contract pricing to ensure the department is receiving fair market value.
16.	Track and reconcile expenditures for approved construction related projects to ensure all expenses are in line with the approved budget using electronic tracking tools throughout the life of the project.
17.	Mentor and/or provide on-the-job training to co-workers on the process of developing realistic cost estimates for construction related projects using situational experiences or other useful information as necessary.
18.	Use computer based tools to track completed cost estimates, associated costs for labor and materials, and the approved budget for reconciliation and to provide information to project team and other stakeholders as requested.
19.	Maintain a data base and/or file that contains completed construction related project documentation (i.e., as-built drawings, photographs, test results, vendors/contractors utilized) to retain historical data for future projects.
20.	Conduct continuous site visits throughout the life of construction related projects to review and validate scope, schedule, and budget, and to review the quality of the work performed in accordance with specific departmental guidelines and project requirements.
21.	Conduct a project close out inspection with the project team, vendors/contractors, and other stakeholders to identify and document punch list items for corrective action using plans, cost estimates, and scope changes prior to project completion.
22.	Attend various meetings with the project team and other stakeholders to disseminate updated information related to project scope and activities throughout the life of the project.
23.	Analyze completed projects by conducting meetings with the project team and other stakeholders to identify and discuss successes, failures, lessons learned, and project outcomes that may be used for future construction related projects and historical data.

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24.	Read and interpret plans and specifications as they relate to construction related projects to understand the project scope using professional knowledge of labor and materials as required in preparing a comprehensive cost estimate.
25.	Analyze plans and specifications to ensure consistency with industry standards, and approved construction guidelines and requirements using project team and stakeholder reviews, project scope, construction schedules, and other requirements throughout the life of the project.