

EDITED TASK LISTING

CLASSIFICATION: Senior Estimator of Building Construction

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

Task Statements	
1.	Prepare conceptual cost estimates for construction project proposals to create an initial budget and determine overall project feasibility utilizing a conceptual plan, electronic estimating tools, and historical data as required.
2.	Prepare preliminary cost estimates for approved construction projects to refine the scope of the project by revising or updating the conceptual budget to include detailed labor and material costs utilizing electronic estimating tools, preliminary plans, and specifications as required.
3.	Prepare final costs estimates for approved construction projects to begin development of contract bid documents by revising or updating the preliminary budget with finalized scope and design changes, labor, and materials utilizing electronic estimating tools, final approved plans and specifications as required.
4.	Complete quantity surveys of materials and labor required for construction projects to create accurate cost estimates utilizing plans and specifications during the different phases of projects (e.g. conceptual, preliminary, and final) as required.
5.	Direct construction projects via site visits to validate scope, schedule, and budget and determine the quality of work performed is in accordance with project and departmental requirements as required.
6.	Assist with the supervision, evaluation, and coordination of other estimators' projects by reviewing project scope to ensure project budget and timelines are being met, as directed.
7.	Assist with the training of estimators on various methods of developing cost estimates for construction projects utilizing established policies, procedures and historical data as required.
8.	Estimate material and labor costs of construction projects to create cost estimates during the different phases of projects (e.g. conceptual, preliminary, and final) utilizing plans and specifications, electronic estimating tools, and contractor pricing, etc., as required.
9.	Develop the total cost of construction projects by combining hard cost estimates with soft cost estimates (i.e. permits, fees, and taxes) to finalize project budget and contract bid documents utilizing input from one or more entities (e.g., designers, stakeholders, contractors, etc.) as required.
10.	Prepare unit and total costs of completed jobs to capture historical data for future use and reference of new projects utilizing established database as required.
11.	Review and negotiate cost of proposed project and scope change orders submitted by contractors to ensure department is receiving fair market value utilizing cost estimating tools and contract pricing as required.
12.	Prepare preliminary cost estimate for stakeholders from small scale sketches for the development of a project budget utilizing cost estimating tools and contract pricing as required.

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

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13.	Assist with the writing of short specifications (i.e., Design and Construction Guidelines) for requisition and installation of materials in accordance with project and departmental requirements as required.
14.	Prepare labor and material lists for construction projects to determine if all required materials are included in the bid utilizing electronic estimating tools and contract pricing as required.
15.	Prepare requisition documents for labor and materials required for project completion utilizing established procurement procedures and contract pricing as required.
16.	Make valuation appraisals of existing infrastructure to determine feasibility of proposed project scope utilizing construction plans, specifications, and as-built drawings as required.
17.	Prepare written correspondence to provide or request project information from designers, contractors, stakeholders, etc. utilizing electronic communication (e.g. email, SharePoint, and Request For Information, etc.) as required.
18.	Document and track completed cost estimates associated with detailed costs for labor and materials utilizing computer based programs (i.e. excel) to ensure all expenditures are within approved budget as required.
19.	Reconcile project purchase orders to ensure project remains within approved budget and provide detailed funding information to the project team and stakeholders utilizing computer based programs (i.e. email and excel) as required.
20.	Review plans and specifications for construction projects to identify errors, discrepancies, or omissions in accordance with project and departmental requirements utilizing a computer based project tracking program as required.
21.	Act as lead estimator for construction projects to ensure projects are operating within scope, schedule, and budget utilizing effective communication and leadership skills throughout the life of the project as required.
22.	Conduct project site visits to review existing physical conditions to ensure a thorough understanding of project construction plans utilizing visual inspections, taking worksite photographic images, and general location awareness throughout the life of the project as required.
23.	Perform value engineering of plans and specifications for construction projects to determine areas of potential cost savings and ensure final cost estimates are within budget utilizing electronic estimating tools, historical data, and contractor pricing as required.
24.	Review official bid award documents to determine if the bids are within project scope and departmental requirements utilizing final cost estimates, plans and specifications as required.
25.	Interview the low bidder when a large discrepancy exists between their bid and the project estimate to identify reasons for the discrepancy utilizing documented communication (i.e. written correspondence) as required.

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26.	Communicate effectively with the project team and stakeholders utilizing meetings, emails, conference calls, etc., to ensure all project requirements are met for scope, schedule, and budget throughout the life of the project as required.
27.	Maintain a database and/or files that contain completed construction project documentation (e.g., as-built drawings, photographs, test results, etc.) to retain historical project data utilizing electronic and hard copy file storage as required.
28.	Conduct a project close out inspection with the project team, contractors, and stakeholders to identify and document punch list items for corrective action utilizing plans, cost estimates, and change orders as required.
29.	Attend meetings with the project team and stakeholders to receive and communicate updated information related to project scope, schedule, and budget throughout the life of the project utilizing conference calls or site visits as required.
30.	Analyze completed projects with the project team and stakeholders to identify and discuss successes, failures, lessons learned, and project outcomes that may be used for future construction projects and historical data by conducting project close out meetings as required.
31.	Analyze plans and specifications to ensure consistency with project and departmental requirements, utilizing project team and stakeholder reviews, project scope, construction schedules, etc., throughout the life of the project as required.