CONSTRUCTION ESTIMATOR

Position Details
Class Code: 7153
Job Family: Skilled Trades/Technicians
Classification: Support Professional
Terms of Employment: Pay Grade 57 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general direction, responsible for preparing and reviewing estimates of construction project costs in support of the Capital Improvement Program.

Essential Duties and Responsibilities
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Prepares estimates of construction costs based on engineering drawings, specifications, sketches, and word pictures.
2. Reviews architect/engineer estimates, contractor claims, and cost proposals for accuracy and acceptability.
3. Coordinates with architects, engineers, contractors, and/or project managers to establish budgets and identify most cost-effective design considerations.
4. Identifies long lead items for early procurement.
5. Tracks local historical cost data and price updates using appropriate computer software.
6. Performs value-engineering services to identify potential changes in design to keep project costs within budget.
7. Performs total life cycle cost analysis to aid in determination of design considerations.
8. Interfaces with project managers to resolve contract-billing problems/resolutions.
9. Conforms to safety standards, as prescribed.
10. Performs other tasks related to the position, as assigned.

**Distinguishing Characteristics**

Responsible for preparing estimates of construction project costs to ensure projects are designed and constructed within budget and that change order proposals represent a fair value for the work under consideration.

**Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of construction and renovation terms, materials, techniques, procedures, and practices.
2. Knowledge of architectural, mechanical, electrical, and plumbing systems.
3. Knowledge of construction cost estimating techniques, procedures, and practices, including material quantity take-offs, labor unit work hours, labor rate analysis, and material unit pricing.
4. Knowledge of value engineering and total life cycle costing techniques, procedures, and practices.
5. Knowledge of construction cost estimating computer software.
6. Knowledge of personal computer (PC)-based project management software and other applications (i.e., word processing, spreadsheets, and database programs).
7. Ability to analyze bids, cost proposals, and cost estimates, including labor rates, fringe benefits, overhead, and profit.
8. Ability to read, interpret, and understand construction drawings and specifications.
9. Ability to work on multiple projects simultaneously.
10. Ability to read and understand construction schedules.
11. Ability to coordinate action to accomplish work objectives while exercising necessary flexibility.
12. Ability to contribute effectively to the accomplishment of division/Clark County School District goals, objectives, and activities.
13. Ability to communicate effectively in orally and in writing.
14. Ability to think logically, clearly, and independently and exercise sound judgment.
15. Ability to learn and apply established division procedures.
16. Ability to meet predetermined deadlines.
17. Ability to work flexible hours and shifts.
18. Ability to work in confined areas.
19. Ability to work cooperatively with management, coworkers, public utilities, contractors, vendors, architects, engineers, and other public entities.
20. Ability to recognize and report hazards and apply safe work methods.
21. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.); and, eight (8) years experience in construction cost estimating; or,

Associate’s degree from an accredited college or university in architecture, engineering, or building technology with emphasis in construction management, building inspection, or engineering; and, six (6) years experience in construction cost estimating; or,

Bachelor’s degree from an accredited college or university in architecture, engineering, or building technology with emphasis in construction management, building inspection, or engineering; and, four (4) years experience in construction cost estimating.

Licenses and Certifications
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

NOTE: Employment requirement - Must provide own reliable vehicle to perform and fulfill job duties.

Preferred Qualifications
Bachelor’s degree in Construction Management or related field.

Document(s) Required at Time of Application
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District facilities – school campuses, offices, existing buildings under renovation, school’s mechanical equipment rooms, playgrounds, including proposed and actual construction sites (trenches, chase ways, etc.).

Work Environment

Strength
Strength: Medium - Exert force to 20-25 lbs., occasionally; 10-20 lbs., frequently; or up to 10 lbs., constantly.

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions
Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards
Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).
Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, reference books, trade publications, architects scale, engineers scale, scientific calculator, magnifying glass, digital cameras, personal computer (PC), construction drawings, specifications, ladders, personal protective equipment, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 02/12/20
- Created: 03/14/02