

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: CONSTRUCTION ESTIMATOR

**Class Code: 7153
Grade: 57**

CLASS DEFINITION AND SUMMARY:

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

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

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

Knowledge of construction and renovation terms, materials, techniques, procedures, and practices.
Knowledge of architectural, mechanical, electrical, and plumbing systems.
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.
Knowledge of value engineering and total life cycle costing techniques, procedures, and practices.
Knowledge of construction cost estimating computer software.
Knowledge of PC-based project management software and other applications (i.e., word processing, spreadsheets, and database programs).
Ability to analyze bids, cost proposals, and cost estimates, including labor rates, fringe benefits, overhead, and profit.
Ability to read, interpret, and understand construction drawings and specifications.
Ability to work on multiple projects simultaneously.
Ability to read and understand construction schedules.
Ability to coordinate action to accomplish work objectives while exercising necessary flexibility.
Ability to contribute effectively to the accomplishment of division/district goals, objectives, and activities.
Ability to communicate effectively in orally and in writing.
Ability to think logically, clearly, and independently and exercise sound judgment.
Ability to learn and apply established division procedures.
Ability to meet predetermined deadlines.
Ability to work flexible hours and shifts.
Ability to work in confined areas.
Ability to work cooperatively with management, coworkers, public utilities, contractors, vendors, architects/engineers, and other public entities.
Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

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; or,

QUALIFICATIONS: (continued)

TRAINING AND EXPERIENCE: (continued)

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, High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.), **and** eight (8) years experience in construction cost estimating.

LICENSES AND CERTIFICATES:

Valid Class C Nevada Driver's License. Must be maintained for the duration of the assignment. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement **and** at time of interview prior to final selection.

PREFERRED QUALIFICATIONS:

Bachelor's degree in Construction Management or related field.

DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.), if applicable.
2. College transcript, if applicable.
3. Valid Class C Nevada Driver's License.
4. Copy of current driving history issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

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

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.).

Strength: Medium - exert force to 20-25 lbs. occasionally, 10-20 lbs. frequently, or up to 10 lbs. constantly or negligible amount of force frequently to lift/stand/push/pull/carry.

Physical Demands: Frequent climbing, crawling, stooping, kneeling, crouching, reaching, handling, fingering, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment. Frequent near and far acuity, depth perception, focal length change and color vision. Vision to read printed materials, VDT screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

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 and occasional to frequent time periods.

EXAMPLES OF EQUIPMENT USED TO PERFORM TASKS:

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

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

03/14/02

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