

# 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

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## Position Summary

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

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## Essential Duties and Responsibilities

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

1. Prepares construction cost estimates based on engineering drawings, specifications, and sketches.
2. Reviews architect/engineer estimates, contractor claims, and cost proposals for accuracy/acceptability.
3. Coordinates with architects, engineers, contractors, and project managers to establish budgets and identify 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 design changes to keep projects within budget.
7. Performs total lifecycle cost analyses to help formulate design considerations.
8. Interfaces with project managers to resolve contract-billing problems.
9. Conforms to safety standards, as prescribed.

10. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Prepares construction project cost estimates to ensure projects are designed and constructed within budget, and that change order proposals represent a fair value for the work under consideration.

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

1. Knowledge of construction/renovation terms, materials, techniques, procedures, and practices.
2. Knowledge of architectural, mechanical, electrical, and plumbing systems.
3. Knowledge of construction cost estimation 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 lifecycle costing techniques, procedures, and practices.
5. Knowledge of construction cost estimation software.
6. Knowledge of project management software and other computer applications (i.e., word processing, spreadsheets, and database programs.)
7. Ability to analyze bids and cost proposals/estimates, including labor rates, fringe benefits, overhead, and profit.
8. Ability to read, interpret, and understand construction drawings/specifications.
9. Ability to work on multiple projects simultaneously.
10. Ability to read and understand construction schedules.
11. Ability to coordinate action(s) to accomplish work objectives while exercising necessary flexibility.
12. Ability to contribute effectively to the accomplishment of Clark County School District/department goals, objectives, and activities.
13. Ability to communicate effectively, verbally and in writing.
14. Ability to think logically, clearly, and independently; exercises sound judgment.
15. Ability to learn and apply established procedures.
16. Ability to meet predetermined deadlines.
17. Ability to work flexible hours/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/report hazards and apply safe work methods.
  21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Eight (8) years' experience in construction cost estimation; or, Associate degree from an accredited college/university in architecture, engineering, or building technology, with emphasis in construction management, building inspection, or engineering, and six (6) years' experience in construction cost estimation; or, Bachelor's degree from an accredited college/university in architecture, engineering, or building technology, with emphasis in construction management, building inspection, or engineering, and four (4) years' experience in construction cost estimation.

### **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 duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

**NOTE:** Must provide own reliable vehicle to perform job duties.

### **Preferred Qualifications**

Bachelor's degree from an accredited college/university in Construction Management or a related field.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)

2. Transcript(s) from an accredited college/university, if applicable.
  3. Copy of 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 DMV.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

District facilities – school campuses, offices, existing buildings under renovation, mechanical equipment rooms, playgrounds, proposed/actual construction sites (trenches, chase-ways, etc.)

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## **Work Environment**

### **Strength**

Medium – exert force of 20-25 lbs., occasionally; 10-20 lbs., frequently; up to 10 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. Vision: Frequent near acuity, occasional 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 climate-controlled office settings 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, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, reference books, trade publications, architect's scale, engineer's scale, scientific calculator, magnifying glass, digital cameras, computers, construction drawings/specifications, ladders, personal protective equipment, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### Job Revision Information

- Revised: 08/09/23
- Created: 03/14/22