



## Career Service Authority

# Senior Cost Estimator Analyst

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### GENERAL STATEMENT OF CLASS DUTIES

Performs specialized, professional, analytical work in providing rough order of magnitude and detailed cost estimates and schedules for conceptual and issued-for-construction designs. Performs leadwork over other cost estimating professionals and supervision of contracts for cost estimating and scheduling services.

### DISTINGUISHING CHARACTERISTICS

This class is distinguished from Cost Estimator Analyst which performs full performance cost estimating and scheduling work and is not assigned leadwork or the management of contract cost estimating services.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

***Level of Supervision Exercised:***

Performs leadwork over other professional cost estimating staff.

**ESSENTIAL DUTIES**

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Administers the terms and conditions of On-call estimating contracts.

Analyzes and negotiates construction cost proposals for new and changed work.

Reviews drawings and other documentation to prepare time and cost of materials, equipment, labor and general conditions estimates.

Analyzes schedules for accuracy, rationality and compliance with project specifications.

Provides detailed cost estimates and cost schedules for construction projects, design amendments, and construction change orders. This includes costs of materials, equipment, labor, time, manpower, insurance, overhead, markup, and any other costs affecting the project.

Provides conceptual cost estimates for construction projects, design amendments, and construction change orders.

Assesses cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops.

Consults with clients, vendors, personnel in other departments or construction project manager to discuss and formulate estimates and resolve issues.

Reviews contractor change orders for consistency with terms and conditions, and negotiates and/or approves changes and adjustments to cost estimates and schedules.

Prepares estimates and schedules used by management for purposes such as planning, organizing, and scheduling work. Uses specialized construction estimating and scheduling software to generate information and analysis.

Provides input into life-cycle cost analysis of various design alternatives.

Prepares cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project.

Prepares CPM Schedule analyses of contractor claims for compensation for delays and disputed additional work.

Analyzes and provides approval of requests for material substitutions on construction projects.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, or tables; applies what is learned from written material to specific situations.

**Arithmetic** – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Technical Competence** – Uses knowledge that is acquired through format training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Oral Communication** - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Self Management** – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Mathematical Reasoning** – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relate well to people from varied backgrounds and situations; is sensitive to individual differences.

**Mental Visualization** – Sees things by mentally organizing and processing symbols, pictures, graphs, objects, or other information (for example, sees a building from blueprint, or sees the flow of work activities from reading a work plan).

**Planning and Evaluation** – Organizes work, sets priorities, determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

**Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

**Self-Esteem** – Believes in own self-worth; maintains a positive view of self and displays a professional image.

**Flexibility** – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

**Memory** – Recalls information that has been presented previously.

**Leadership** – Interacts with others to influence, motivate, and challenge them; adapts leadership styles to a variety of situations.

**Written Communication** – Expresses facts and ideas in writing in a succinct and organized manner.

**Leading a Diverse Workforce** – Implements diversity policies for subordinate staff; supports opportunities to develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

**Managing Human Resources** – Plans, distributes, coordinates, and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately utilized and developed, and are treated in a fair and equitable manner.

Knowledge of construction cost estimating and project scheduling methodologies sufficient to be able to analyze and resolve problems related to work assignments.

Knowledge of using plans, blueprints, models, and maps.

Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.

Knowledge of specialized construction estimating and scheduling software sufficient to be able to produce information and analysis.

Knowledge of supervisory principles and practices sufficient to be able to perform a variety of leadwork functions.

Knowledge of supervisory principles and practices sufficient to be able to contribute to the development of an employee performance plan and document employee performance.

Skill in researching and analyzing information related to the work assignment.

Skill in reviewing work functions to ensure effective and efficient completion of the work assignment.

Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

***Physical Demands:***

Sitting: remaining in a normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hands.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

***Working Environment:***

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

***Education Requirement:***

Baccalaureate Degree in Business Administration, Construction Management, Engineering or a related field.

***Experience Requirement:***

Three years of experience in construction cost estimating and project scheduling working on commercial, industrial, and/or public construction projects, which includes two years at a full performance level.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for the minimum experience requirement except for the two years at a full performance level.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 04/20/2008

***REVISED DATE:***

**REVISED BY:** Steve Adkison

**CLASS HISTORY** New class