



Office of Human Resources
Cost Estimator Analyst Specialist – CE3440
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General Statement of Duties

Performs specialized, professional, analytical work in providing detailed cost estimates and schedules for large, complex, citywide construction projects/programs. Acts as the subject matter expert (SME) of all tasks and activities related to cost controls and estimation. Is the primary point of contact for all technical questions related to cost controls of projects.

Distinguishing Characteristics

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

This class is distinguished from Cost Estimator Analyst Senior which performs full performance cost estimating and scheduling work and is assigned leadwork or the management of contract cost estimating services.

Essential Duties

Acts as the SME for all cost controls and estimation issues. Resolve complex problems encountered in operations and determine appropriate solutions.

Generate detailed cost estimates, creating bid scopes of work for both plan & spec, design-build and retrofit projects.

Produce cost estimates for a project based on project plans and discussions with clients and engineers.

Assemble accurate and well-organized cost estimates and provide narratives for in scope items, exclusions, and clarifications for inclusion in proposals.

Maintain an updated estimating tracking log database with for receipt, completion, and disposition of all incoming estimates.

Prioritize departmental estimate requirements to meet required proposal deadlines.

Analyze and negotiate construction cost proposals for new and changed work.

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

Supervise analysis of schedules for accuracy, rationality and compliance with project specifications, in conjunction with project scheduler.

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

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

Assess cost effectiveness of products, projects, programs or services, tracking actual costs relative to bids as a project develops.

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

Review contractors change orders for consistency with terms and conditions and negotiates and/or approve changes and adjustments to cost estimates and schedules.

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

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

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

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

By position, develop and provide work instruction and assists employees with highly complex and/or unusual assignments.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

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

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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

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

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

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

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

Level of Supervision Exercised

By position, performs leadwork or supervision over other professional cost estimating staff.

Education Requirement

Bachelor's Degree in Business Administration, Construction Management, Engineering or a related field.

Experience Requirement

Five (5) 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

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-15

FLSA Code: Y

Established Date: 7/23/2023

Established By: GS

Revised Date:

Revised By:

Class History: New classification.