

## **COST ESTIMATOR**

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under general supervision, prepares cost estimates to provide detailed information regarding quantity and cost of materials and labor on Capital Improvement Program (CIP) projects; analyzes and evaluates the cost impact of change orders; maintains a cost database and monitors current cost trends; develops processes and/or techniques that provide clear and standard estimating methods across projects; provides data for analytical comparisons between projects; performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This classification is the first of two levels within the engineering cost estimation job series. Positions at this level are responsible for performing the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Cost Estimator in that the latter performs the more complex cost estimation work that requires a higher level of knowledge and skill.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Prepares cost estimates to provide detailed information regarding quantity and cost of materials and labor on CIP projects performed in-house and by contractors.
- Reviews, analyzes, audits, and provides comment on contractors' cost proposals, cost estimates, and change orders submitted at different design phases; provides recommendations to contractors and project managers on potential cost savings options.
- Reviews engineering plans and specifications to determine materials and quantities required by project specifications.
- Develops processes and/or techniques to provide and ensure clear and standard estimating methods across projects, including measuring scope creep, as projects advance through the design process; researches and recommends quality improvement standards; maintains procedures, guidelines, and approved formats.
- Develops and maintains cost database; provides data for analytical comparisons between projects and prepares analytical and statistical reports on operations and activities.

- Develops and implements estimating systems to include multiple estimating platforms, applications, spreadsheets, templates, and databases.
- Assists in recommending resolution and providing a negotiation strategy with Construction Management and Contract Management staff on large complex claims and change orders.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of cost estimation; researches emerging products and enhancements and their applicability to OC San needs.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles, practices, methods, and techniques of cost estimating and cost control used in construction projects.
- Project construction environment and engineering terminology.
- Consultants and construction specifications and contractor methods of operation.
- Principles, methods, and techniques used in the design and construction of wastewater projects including work breakdown structures, materials and labor usage, and the factors impacting materials and labor used in developing major construction projects.
- Principles and practices of project management.
- Principles and techniques of asset management and criteria for the evaluation of projects.
- Basic principles and applications of critical thinking and analysis.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Mathematical principles used in estimating.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Review, analyze, audit, and provide comment on contractors' cost proposals, cost estimates, and change orders utilizing and implementing estimating software, database applications, procedures, guidelines, and formats.
- Define project scopes and estimate and project future costs of labor, materials, and equipment.
- Read and interpret engineering plans, specifications, and consultant design documents.
- Apply critical thinking and analysis in completing assignments.
- Research, analyze, interpret, and summarize data and prepare clear and concise technical reports and documentation.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Travel to various OC San sites, projects, and/or meetings.
- Apply advanced mathematical calculations to estimate the cost of projects and/or its components.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and OC San in meetings with governmental agencies contractors and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in engineering, construction management, or a related field.
2. Three (3) years of professional engineering or construction management work experience, including experience cost estimating large construction projects.

**Licenses and/or Certifications:**

None.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; visit various OC San sites, meetings, and/or projects; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders.
- Vision to read printed materials and a computer screen.
- Vision to inspect site conditions and work in progress.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards with exposure to hazardous materials in some site locations.

### **ENVIRONMENTAL ELEMENTS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and vibration.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **OTHER REQUIREMENTS**

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.