

SENIOR 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 direction, prepares complex 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 industry cost trends; develops processes and/or techniques that provide clear and standard estimating methods across projects; provides data for analytical comparisons between projects; provides subject matter expertise and functional and technical direction to lower-level staff; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and may coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is the second of two levels within the engineering cost estimation job series. Positions at this level perform the more difficult assignments, projects, analyses, and programs assigned to classes within this series, requiring the use of considerable discretion and independent judgment in performing assigned work and full and thorough knowledge of the concepts, practices, procedures, and policies of cost estimation. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Responsibilities may include guidance on programs and/or projects and providing coaching and mentoring to lower-level staff.

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 complex cost estimates to provide detailed information regarding quantity and cost of materials and labor on CIP projects performed in-house and by contractors during various phases of the project by reviewing as-built drawings, specifications, scope of work, and project plans.
- Reviews, analyzes, audits, and provides comments on contractors' cost proposals and cost estimates by validating and analyzing request for information, request for change, request for proposals, field change order documents, project drawings, and specifications; provides recommendations to contractors and project managers on potential cost savings options.
- Leads the development of the total project estimate, whether detailed and/or conceptual.
- Reviews engineering plans and specifications to determine materials and quantities required by project specifications.

- Develops and maintains cost estimating policies, procedures, guidelines, processes, and/or templates/formats to provide and ensure clear and standard estimating methods across projects, including measuring scope creep as projects advance through design process; researches, recommends, and implements best practices and quality improvement standards; maintains procedures, guidelines, and approved formats.
- Develops and maintains cost database; provides data for analytical comparisons between projects; prepares analytical and statistical reports on operations and activities.
- Maintains construction estimating software, procedures, guidelines, and formats.
- Develops and implements estimating systems to include multiple estimating platforms, spreadsheets, templates, and databases.
- Develops and recommends resolution/negotiation strategy with Construction Management and Contract Management staff on large/complex claims and changes.
- Develops and conducts basic cost estimating training for engineering and other OC San staff.
- 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.
- Provides leadership and guidance to others on programs and/or projects; as a program and/or project leader, may direct, assign, train, monitor, and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a resource to employees by possessing specialized skills; and develops and implements work improvements.
- 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 related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Best practices and advanced principles, methods, and techniques of cost estimating and cost control used in construction projects for wastewater treatment facilities and infrastructure.
- 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.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Advanced principles and applications of critical thinking and analysis.
- Advanced mathematical principles used in estimating.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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:

- Define project scopes and prepare complex cost estimates to provide detailed information regarding quantity and cost of materials and labor.
- Review, analyze, audit, and provide comments on contractors' cost proposals and cost estimates.
- Read and interpret engineering plans, specifications, and consultant design documents. Apply critical thinking and analysis to a broad range of situations and for problem-resolution.
- 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.
- Provide direction to others in proper work procedures,
- Resolve conflict through supervision in establishing workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- 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 and 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 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. Five (5) years of increasingly responsible professional engineering work experience performing cost estimating for 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, projects, and/or meetings; 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.