



Office of Human Resources  
Cost Estimator Analyst Senior - CA2323  
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### General Statement of 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.

### 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 performance goals, documents performance, provides performance feedback, and provides information to inform 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.

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.

### Education Requirement

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

### Experience Requirement

Three (3) 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.):

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.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement

Criminal Check  
Employment Verification  
Education Check

### Assessment Requirement

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: A-816**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**