UNIVERSITY OF SOUTHERN CALIFORNIA

Project Estimator

Job Code: 181483

Grade: 00
OT Eligible: Yes
Comp Approval: 4/9/2014

JOB SUMMARY:
Provides technical expertise in estimating for new construction, renovation, tenant and facilities improvement projects. Reviews, recommends and interprets design standards, technical specifications, general construction and special conditions for cost effectiveness. Assists with maintenance of a historical construction cost database in order to prepare, analyze and validate construction feasibility estimates and project budgets.

JOB ACCOUNTABILITIES:

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<th>% TIME</th>
<th>Provides technical expertise in estimating for new construction, renovation, tenant and facilities improvement projects. Develops and estimates scope of work for change orders (project expenses) based on Request For Information (RFI) answers. Prepares a detailed estimate for cost of work independent of contractor proposal.</th>
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<td>Stratizes with the university architect and construction project managers on optimal approaches for preparation of memorandums of understanding and project budget estimates. Prepares cost estimates as needed or coordinates consultant services with architects, engineers, construction contractors, estimators, etc. depending on project complexity. Reconciles estimates and produces base cost and preliminary budget estimates.</td>
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<td>Assists project managers in developing capital construction project budgets. Gathers facts and figures used to develop budget. Estimates and negotiates project expenses. Provides change order estimates used for forecasts and projections for risk for Estimate at Completions. Provides forecasts and projections used to develop a budget.</td>
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<td>Collaborates with construction project managers during each phase of the design development process (schematic, design, construction) to assess and resolve differences in cost and contractor estimates for Guaranteed Maximum Price (GMP) and Design Bid Build contracts. Negotiates agreements on construction cost estimates with contractors. Attends scheduled estimate review meetings to ensure construction costs developed in design phases remain within approved budget.</td>
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<td>Reviews, recommends and interprets design standards, technical specifications, general construction and special conditions for cost effectiveness.</td>
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<td>Provides guidance and assistance in evaluation and analysis of construction bids, particularly with general conditions, general requirements, fee and contingency. Negotiates with the preferred bidder. Assists construction project manager to review the trade-bids and creation of GMP price and Schedule of Values. Analyzes potential change order claims on awarded construction work and prepares change orders or claim estimates. Works to resolve issues with contractors under the direction of project manager.</td>
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<td>Maintains a historical construction cost databases to be used in preparation and validation of future feasibility estimates and assembly of project budgets.</td>
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Provides pertinent costing information for cost and schedule risk analysis workshops, value management and value engineering workshops and for preparation of management reports as needed.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
☐ No  
☐ Yes  
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor’s degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 7 years

**Minimum Field of Expertise:**

- Directly related estimating experience and/or construction project management experience with increasing responsibility in construction estimating, construction and/or planning.

- Knowledgeable in all conventional aspects of the field and other related disciplines/processes. Demonstrated interpersonal skills. Ability to communicate clearly and effectively.

**Preferred Field of Expertise:**


- Knowledge of current local unit rates for building systems, construction labor and material costs. Knowledge of local prevailing wage rates desirable.

- Extensive experience in developing and estimating the scope of work for change orders and negotiating a settlement with contractors. Ability to develop a scope of work based on RFI answers and to prepare a detailed estimate for the cost of the work, independent of the contractor proposal.

**Skills:** Administrative:
Communicate with others to gather information
Compute totals
Customer service
Gather data
Input data
Prioritize different projects
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Other:
Analysis
Assessment/evaluation
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Negotiation
Networking
Organization
Planning
Statistical analysis

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Digitizer
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or resource workers.

SIGNATURES:
Employee: ______________________________ Date: ______________________________
Supervisor: ______________________________ Date: ______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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