UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Project Estimator

Job Code: 181487

Grade: 00
OT Eligible: No
Comp Approval: 3/19/2014

JOB SUMMARY:

Has responsibility for planning, directing, providing and managing project estimating activities for the university and is technical expert on estimating for new construction, renovation, tenant and facilities improvement projects. Reviews and interprets design standards, technical specifications, general construction and special conditions for cost effectiveness. Recommends and coordinates use of estimating consultants, contractors, and subcontractors. Has responsibility for developing and maintaining a historical construction cost database in order to prepare, analyze and validate construction feasibility estimates and project budgets. Establishes estimating goals, objectives, priorities, standards, schedules and assesses performance against these metrics. Researches and develops technical solutions to complex problems that require regular use of ingenuity and creativity and takes corrective action as necessary. Provides leadership and broad direction for day-to-day project estimating operations and related administrative activities. Supervises subordinate staff.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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<td>Provides leadership and broad direction for daily project estimating operations and related activities. Has responsibility for planning, directing and overseeing estimating activities for new construction, renovation, tenant and facilities improvement projects. Establishes goals, priorities, standards, schedules and assesses performance against these metrics. Develops standards relevant to university construction activities and ensures quality and consistency with university design and construction requirements.</td>
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<td>Reviews and recommends involvement and coordinates use of estimating consultants, contractors and subcontractors when cost effective to assist in the development of project estimates.</td>
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<td>Strategizes with 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 all estimates and produces base cost and preliminary budget estimates.</td>
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<td>Assists project managers develop 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 Completion. Provides forecasts and projections used to develop a budget.</td>
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<td>Collaborates with construction project managers during each phase of 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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Reviews and interprets design standards, technical specifications, general construction and special conditions for cost effectiveness.

Supervises subordinate staff and student workers, as assigned. Recruits, screens, hires and trains staff. Evaluates employees and provides guidance and feedback to assigned staff and student workers. Counsels, disciplines and/or terminates employees as required.

Schedules, assigns, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit’s work. Assigns and monitors progress on work assignments and special projects.

Provides guidance and assistance in evaluation and analysis of construction bids, particularly with general conditions, general requirements, fee and contingency. Negotiates with preferred bidder. Assists construction project manager to review trade-bids and creation of GMP price and Schedule of Values. Analyzes potential change order claims on awarded construction work and is responsible for preparation of change orders or claim estimates and resolution with contractor.

Researches and develops technical solutions to complex problems that require regular use of ingenuity and creativity and takes corrective action as necessary.

Has responsibility for developing and maintaining a historical construction cost database to be used in the preparation and validation of future feasibility estimates and assembly of project budgets.

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.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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:

12 years

Minimum Field of Expertise:

Directly related estimating experience and/or construction project management experience with increasing leadership/management responsibility in 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 Education:

Bachelor's degree

Preferred Field of Expertise:

Bachelor's degree in Engineering, Construction management or Business management preferred.

10 years experience in construction estimating and preparation of cost estimates for type I and II buildings as defined by the California State Building Code. Two plus years experience in supervisory capacity and proven ability to manage project related staff.

Extensive experience in the development and production of both UNIFORMAT II Standard and CSI Masterformat Divisions estimates. Familiarity in preparation and review of Resource Based Estimates for mechanical plant and equipment.

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 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 cost of the work, independent of the contractor proposal.
Research
Scheduling
Staff development
Statistical analysis
Supervisory skills
Teaching/training

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

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Professional/Paraprofessional

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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