

CONSTRUCTION COST ESTIMATOR

Code No: 940141

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible technical position in the building construction field involving the development of cost estimates for building renovations or new construction. Employees of this class prepare estimates based upon visual inspection and discussion of project with other personnel and interpretation of preliminary drawings, detail drawings and specifications. Work is performed under the general supervision of the Project Manager. Direct supervision may be exercised over lower level technical and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Estimates cost of minor building renovation work;

Prepares preliminary and final project estimates for new building construction and major capital renovations and additions;

Works with architects and other personnel to develop budgets for construction projects;

Participates on committees relative to capital planning;

Develops bid specifications for minor construction projects;

Maintains records of and develops reports on construction work-in progress;

Draws rough sketches to facilitate estimating amount of materials required;

Assists in review of bids received to determine compliance with specifications, acceptance of alternatives, and practicality of award.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of cost estimating as they relate to large scale building construction and renovations; good knowledge of construction techniques, materials, and workmanship; ability to interpret construction drawings; ability to draw rough sketches; ability to develop specifications for minor construction projects; ability to measure dimensions and calculate amounts of materials needed from these dimensions; ability to establish satisfactory working relationships with others; good judgment; tact; initiative; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Six (6) years of full-time paid or its part-time equivalent experience in the construction or renovation of large-scale commercial or educational facilities, such experience to have included two years of supervisory responsibility and two years as a cost estimator; OR,

- (B) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in Construction Technology or related field, plus four (4) years of experience in the construction or renovation of large-scale commercial or educational facilities, two (2) years of which shall have been as a cost estimator; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: May 29, 1986

Reviewed: 1/6/87