

HIGHER EDUCATION PERSONNEL BOARD

Class Code: 4620

Specification for Class

COST ESTIMATOR I

**Abolished Effective February 10, 2006**

CLASS SERIES CONCEPT

Perform estimating tasks to provide cost estimates for use in the design, renovation, and construction of facilities and/or utility systems.

BASIC FUNCTION

Perform assigned estimating tasks to assist in the development of construction cost estimates.

DISTINGUISHING CHARACTERISTICS

Under direct supervision, perform routine estimating tasks such as reviewing plans to determine material quantities and square footage and apply standardized cost factors to determine total cost for project elements. Assignments performed are utilized by higher level staff to prepare complete job estimates.

TYPICAL WORK

Read architectural and engineering plans to determine materials quantities, square footage, and specified construction methods;

Apply unit costs to determine cost estimates for capital construction projects;

Assist in the review of contractor submitted change order proposals;

Provide cost information to designers to aid in the preparation of plans and specifications;

Assist in the preparation of project budget estimates for capital construction projects;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in architecture, engineering or building construction

OR

two years of college or vocational training in architecture, construction technology, engineering or construction management AND one year of commercial/institutional construction estimating experience

OR

equivalent education/experience.

New class: 10-20-86  
Revise MQ: 7-2-90  
Revise Class:11-8-91