

HIGHER EDUCATION PERSONNEL BOARD

Class Code: 4623

Specification for Class

COST ESTIMATOR SUPERVISOR

Abolished Effective February 10, 2006

BASIC FUNCTION

Supervise the work of Cost Estimators and/or others.

DISTINGUISHING CHARACTERISTICS

With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct performance evaluations and recommend disciplinary action.

Under general direction, supervise assigned personnel performing cost estimator activities and assist in the development and maintenance of a building maintenance and construction cost estimating program.

TYPICAL WORK

Develop and update standardized procedures for estimating labor and materials costs for institution construction and maintenance activities;

Develop and maintain project estimating database to establish cost estimating standards which reflect unique institutional needs;

Maintain current knowledge of industry practices to incorporate improvements into the institutions cost estimating program;

Evaluate and approve change order proposals submitted by contractors;

Analyze capital construction programs and determine probable project construction costs for budgeting purposes;

May evaluate institution construction practices and recommend changes to improve efficiency;

Perform the duties of a Cost Estimator II;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in architecture, engineering or building construction AND two years of experience as a Cost Estimator II

OR

equivalent education/experience.

New Class: 11-8-91