



JOB INFORMATION

<i>Job Code:</i>	181483
<i>Job Title:</i>	Project Estimator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Construction
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Engineering	Or
	X	Bachelor's degree	Construction	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		7 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related estimating experience and/or construction project management experience with increasing responsibility in construction estimating, construction and/or planning.
X		Knowledgeable in all conventional aspects of the field and other related disciplines/processes.
X		Demonstrated interpersonal skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to communicate clearly and effectively.
	X	Experience in construction estimating and preparation of cost estimates for type I and II buildings as defined by the California State Building Code.
	X	Extensive experience in the development and production of both UNIFORMAT II Standard and CSI Masterformat Divisions estimates.
	X	Familiarity in preparation and review of Resource Based Estimates for mechanical plant and equipment.
	X	Knowledge of current local unit rates for building systems, construction labor and material costs.
	X	Knowledge of local prevailing wage rates desirable.
	X	Extensive experience in developing and estimating the scope of work for change orders and negotiating a settlement with contractors.
	X	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.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
Strategizes 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 stakeholders (e.g., architects, engineers, construction contractors, estimators) depending on project complexity. Reconciles estimates and produces base cost and preliminary budget estimates.				
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.				
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.				
Reviews, recommends and interprets design standards, technical specifications, general construction and special conditions for cost effectiveness.				
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.				
Maintains a historical construction cost databases to be used in 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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.