



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Estimator-Scheduler		Date: 07.30.19
Position Level: 22 May be assigned as: 10-month, 11-month, or 12-month	FLSA Status: Exempt	Job Code:

GENERAL DESCRIPTION

Overall responsibilities include assisting the Director, Design and Construction with developing project budgets, performing Cost Analysis Exercises, developing Master Program Schedules, and managing Baseline and Monthly Progress Schedules for all construction projects.

KEY RESPONSIBILITIES

- Reports to the Project Controls & Archives Department Manager.
- Provide Cost Estimating Services that will include, but not be limited to developing project budgets and performing cost analysis exercises.
- Review and manage all cost events as a participant/actor on the District's Project Management Solution, e-Builder.
- Review and comment on Construction Manager, General Contractor, Design Professional and term service vendor cost events to include Amendments, Services Agreements, Cost Proposals, Purchase Orders, Change Orders, Contingency Requests, Buyout and Budget Transfers.
- Provide scheduling services that will include, but not be limited to the development of Master Program Schedules and the management of Baseline and Monthly Progress Schedules for all projects using an industry standard scheduling program.
- Provide constructability reviews and value engineering recommendations for new construction and renovation projects.
- Review and monitor design professional schedules to ensure adequate progress is being achieved to attain the project objectives.
- Ability to analyze construction documents, specifications, proposals and other documentation to prepare time, cost and labor estimates and parametric cost models.
- Ability to provide cost modeling and estimating support, conceptual and rough order of magnitude estimates with integral schedule to establish capital budgets for new construction and renovation projects, district-wide.
- Ability to review design proposals and construction guaranteed maximum price proposals to include the analysis of subcontractor bid documents.
- Ability to review construction manager Guaranteed Maximum Price (GMP) proposals and construction cost events including change orders, contingency requests, contingency transfer requests, construction change directives, etc.
- Ability to develop and regularly update the current labor and material unit costs within a cost library database utilizing an estimating platform to include historical data and RS Means.
- Ability to compute the statewide average costs per student station for each instructional level, pursuant to section 1013.64(6)(d), Florida Statutes (F.S.); and complete and submit the most current Cost of Construction Report form (Form FCO 564PS) for each construction project, as is required by the Florida Department of Education.

Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing the District in a positive manner.

Keep the Project Controls & Archives Department Manager informed of all major cost impact issues about which he or she should be aware of.

Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Estimator-Scheduler	Job Code:	Position Level: 22
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KEY JOB REQUIREMENTS	
Formal Education:	High School Diploma or GED (Bachelor Degree in related field preferred) Cost estimating credential from a recognized professional cost estimating organization is preferred.
Work Experience:	Five (5) years of professional or technical experience in educational facilities design and construction. Five (5) years of experience in all facets of cost estimating and familiarity with construction scheduling in the construction industry. Preferred estimating background with AACE (American Association of Cost Engineers) or PCEA (Professional Construction Estimators of America) membership or Certified Estimating Professional (CEP). Proven experience with the parametric cost estimating and material take-offs.
Impact of Actions:	Makes recommendations or decisions which affect the district and assigned department.
Complexity:	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedents are typically created by this position. A high degree of analytic ability and creative thinking is required to develop plans for highly intricate, technically complex problems
Decision-Making:	Varied: Supervision is present on an “as needed” basis to establish general objectives and to identify potential resources for assistance. Independent judgment is required to select and apply the most appropriate policies and procedures to achieve desired results. Actions taken may be based on similar situations encountered in the past.
Communications:	Requires frequent contact with internal and external persons to discuss issues of critical and moderate importance and to respond to inquiries. Requires continuous contact with officials at higher levels on matters requiring cooperation, explanation, and persuasion or with the public involving the enforcement of regulations, policies, and procedures. Involving considerable tact, discretion and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations.
Managerial Skills:	Responsible for making recommendations within the department in the area of compensation, staff selection, disciplinary action, complaints, staff performance appraisals, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operation and results of the unit.
Planning:	One (1) to five (5) years: Plan events that will occur during a one to five-year period, and have some effect on the department’s annual expenditures, and/or revenues.
Job-Related Knowledge and Skills:	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a “seasoned” professional. Requires knowledge and ability to understand an interpret construction documents and contracts. Must have a comprehensive track record for the successful completion of cost estimates for multi-million dollar projects as well as parametric cost modeling and conceptual estimating for budget preparation and change order management. Familiarity with Primavera P6 Scheduling Software. Must be well-versed in estimating standards and practices, developing positive relationships with contractors, subcontractors, design firms and vendors for the successful completion of budgets and estimates. Must have a valid Florida Driver’s License.
Working Conditions/ Physical Effort:	While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.