Auburn University Job Description

Job Title: Chief Estimator
Job Code: NC58
FLSA status: Exempt

Job Summary
Oversees the estimating and project development/scope definition for Design and Construction Services.

Essential Functions
1. Manages the development of general project scopes and initial conceptual budgets for projects.
2. Oversees the development of project cost estimates, schedules, and key development issues for customers.
3. Develops and analyzes construction estimates.
4. Monitors and maintains construction cost data base to order and track purchased materials, labor, and supplies needed for projects.
5. Monitors, reviews and oversees contracts submitting bids that determine cost and stated duration of project.
6. Communicates with both internal departments/customers and external customers keeping them informed of events, plan changes/modifications, related activities and answering questions.

Supervisory Responsibility
Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Building Sciences, Engineering, or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>7</td>
<td>Experience in construction contractors or construction managers operation</td>
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Substitutions allowed for Education:
When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of design and construction methods and procedures to include building codes, construction law, and Occupational Safety and Health Administration (OSHA) codes. Skill in reading and interpreting blue prints.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one’s control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012