



<b>Job Title:</b> Lead Project Cost Estimator	<b>Job Type:</b> Direct Hire
<b>Location:</b> LAUSD – LA, CA	<b>Deadline to Apply:</b> March 26, 2020
<b>Estimated Duration:</b> Until 11/30/21	<b>Job Type:</b> e-mail <a href="mailto:jobs@pacificaservices.com">jobs@pacificaservices.com</a>

### **Roles and Responsibilities**

- Plans and prepares construction cost estimates of buildings or other structures from drawings, outlines, and specifications
- Prepares and reviews cost estimates and forms and other materials submitted to secure State and/or federal grants and loans from school aid programs and represents the District on matters pertinent to securing such funds
- Checks construction cost estimates submitted by commissioned architects and engineers for accuracy and completeness and compares them with District estimates
- Confers with commissioned architects and engineers to resolve differences in their cost estimates and District estimates for each project and negotiates agreements on preliminary estimates of construction costs
- Makes studies and prepares reports when contractors' bids vary widely from the agreed construction cost estimate
- Checks segregations of contract costs as estimated by building contractors and recommends acceptance or rejection as a basis for progress payments
- Analyzes change orders on construction work under contract and approves or rejects extras or credits submitted
- Prepares or reviews cost estimates for projects
- Establishes and maintains procedures for approval of plans and specifications for building projects and submission of approved projects to public bidding
- Develops methods for maintaining data used in records, charts, and graphs reflecting estimated construction costs compared with actual costs
- Conducts and participates in seminars and workshops with staff and minority contractors relative to school construction bidding procedures, contracts, and cost estimating
- Estimates costs of damages to District property caused by fire, natural disaster, and major acts of vandalism
- Establishes budgets for school building projects
- Assists other branches with related functions
- Prepares preliminary and final independent cost estimates of projects for comparison with designer or contractor for PM/CM to establish negotiating position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

- Prepares change order estimates for Owner Authorized Representatives to establish negotiating position
- Provides support in price negotiations
- Prepares claim analyses and estimates
- Reviews contractor's claims and proposals for merit and accountability
- Leads and supervises a team of Estimators, including designating daily assignments
- Performs related duties as assigned

### **Minimum Requirements**

#### Required Education:

- Graduation from a recognized college or university with a bachelor's degree or equivalent in Architecture, Engineering, Construction Management, or Quantity Surveying

#### Required Experience:

- 15 years full time paid professional experience in the preparation of complete cost estimates for major/complex type I, II, or III, and V building construction as defined by the State building codes, including three years in a supervisory capacity
- Extensive knowledge and experience in developing conceptual and preconstruction cost estimates for complex school building or similar projects
- Ability to prepare cost estimates quickly in a fast- paced working environment
- Knowledge of current local construction labor and material costs
- Extensive experience in developing and estimating the scope of work for change orders
- Ability to compare the independent cost estimate with contractor proposal to quickly identify differences
- Ability to develop scope of work based on RFI/RFC answers and estimates the detailed costs of those scopes of work independent of the contractor proposal
- Good oral and written communications skills

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