

## FACILITIES ESTIMATING ADMINISTRATOR

### DEFINITION

Provides strategic direction in the planning and development of construction project budgets, cost estimates, quality and cost controls, and bid preparedness to ensure effective cost planning of school construction bond projects.

### TYPICAL DUTIES

- Administers quality control for validating construction costs, value engineering, constructability of projects, and bid alternates and analysis.
- Advises architects on the Division of State Architect (DSA) application process to ensure compliance and completeness before submission
- Advises on the application and implementation of value engineering practices throughout the project life cycle.
- Coordinates with the Regional Construction Directors in reviewing projects prior to bid to ensure adherence to budget, implementation of bid strategies, alternates, and, preparedness, and completion of construction document checklist.
- Oversees the review of commissioned architect and engineer construction cost estimates and area diagrams to ensure District needs are met.
- Oversees cost estimating staff responsible for preparing estimates for construction project proposals, bid estimates and post-bid proposals.
- Oversees the review and analysis of fair cost estimates for contractors' change orders on construction work under contract.
- Develops and maintains estimating policies and procedures to meet District and funding agency requirements.
- Manages construction cost estimates for funding applications.
- Liaison with the Office of Public School Construction on matters relating to funding legislation and eligibility for construction or modernization projects.
- Testifies on behalf of the District to state agencies regarding the impact of construction cost trends and state grant regulations.
- Represents the District in presentations to internal and external parties such as the Board of Education, Bond Oversight Committee, public agencies, legislative committees, or other bodies.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Facilities Estimating Administrator oversees the standards, methods, and implementation of cost planning for school construction bond projects.

The Director of Facilities Program Support Services assists the Chief Facilities Executive in the overall administration of the Facilities program, carries out special projects, and oversees all funding and contract aspects of the facilities program.

The Chief Estimator directs and oversees the construction cost estimating and budgeting activities for school building projects, and advises on cost estimating procedures to secure State and federal funding.

## SUPERVISION

The Facilities Estimating Administrator receives administration direction from the Director of Facilities Program Support Services. Administrative direction is exercised over lower-level management and support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- School design and construction process, including applicable agency review
- Basic principles of contract administration, public purchasing, research, cost analysis and control, budgeting, accounting and the competitive bid process
- Building and maintenance programs and activities within the Los Angeles Unified School District, the laws, regulations, and the complexities of construction projects and programs
- Methodologies related to project management, time management, and construction cost budgeting, value engineering and constructability practices
- School facilities project funding process
- Division of the State Architect procedures and reporting requirements
- Workplace safety practices

### Ability to:

- Provide leadership and coordination in complex activities involving government agencies and District staff
- Read architectural and engineering drawings and specifications
- Estimate material and labor costs
- Collect, classify, analyze, interpret and explain statistical and budgetary data
- Review State, federal and local policies to obtain construction funding
- Prepare clear, concise written reports and make recommendations
- Operate various office machines
- Work effectively with District employees, commissioned architects/engineers, and contractors

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, with a bachelor's degree in business administration, construction management, construction technology or a related field to construction such as structural, civil, electrical, or mechanical engineering or architecture.

### Experience:

Eight years of supervisory or management experience in cost estimating and building facilities for large or major facilities programs from an architectural, engineering, or facilities project management function. Experience in school construction cost estimating is preferable.

### Special:

- A valid California Driver License.
- Use of an automobile.

## SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.

New Class  
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