

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA



PCSB: 8441
Pay Grade: E04

FLSA: Non-Exempt
PTS

ESTIMATOR, FACILITIES

REPORTS TO:

Director, Facilities Design and Construction

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Business Administration, Architecture, Engineering, Building/Construction Management, or a related field and/or completion of appropriate courses in building trades, technical skills and possess a Florida certification for building code inspector. Must obtain a Florida certification for building code inspector within one year of employment. Hold a current Florida Driver's License or Florida Commercial Driver's License Certification and have training in State Requirements for Educational Facilities (SREF), as required in FL Educational Facilities FS1013.01 – 1013.82 (2013). Demonstrated computer experience with proficiency in MS-Word and Excel.

PREFERRED:

Four (4) years' practical experience in estimated construction projects for a large governmental agency. Extensive, practical experience in general building maintenance, remodeling and sites work, preferably involving a public-school system. Experience in project contract administration and building inspections.

MAJOR FUNCTION

The Estimator, Facilities' primary role aligns to the following essential responsibilities within the Operational Services department, coordinating the timely and accurate preparation of detailed construction estimates, and compilation of estimates for construction budgeting purposes. Works with area superintendents in identifying and developing program scope, assists in school plant and supplemental surveys, performs periodic building inspections, and is responsible for compiling and submitting Castaldi Reports to the Florida Department of Education. Performs responsible technical project coordination.

ESSENTIAL RESPONSIBILITIES

- Ability to demonstrate proficiency of preparing construction cost estimates.
- Ability to communicate effectively, both orally and in writing.
- Responsible for maintaining periodic updates to the construction cost data files.
- Responsible for preparing and submitting Castaldi Reports to the Florida Department of Education.
- Responsible for performing periodic building inspections.
- Responsible for structural project contracts, their intent, specification, format, contract administration and completion.
- Oversees the planning and preparation of commercial contracts for assigned project area; sets up meetings and coordinates planning projects.
- Serves as the School Board representative following award of contract; meets with school-based administrators, determines specific needs, recommends scope of individual project and course of action and implementation.
- Compiles relevant information on specific project needs, including drawings, material and cost details and written specifications, to present as bid package in the competitive bid process prior to awarding of contract.
- Performs other related duties as assigned.

ESTIMATOR, FACILITIES

TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 4/13/21 LM; BOARD APPROVED: 04/27/21

ESTIMATOR, FACILITIES

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Estimator, Facilities – PTS