



Facilities and Safety Services Job Family: **Estimator Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Estimator INDIVIDUAL CONTRIBUTOR	Lead Estimator MANAGEMENT
Visit job sites and collect data (such as field measurements, finishes required, etc.) in preparation for detailed job estimates involving the following shop areas; HVAC, sheet metal, mason, electrical, plumbing, painting, and refrigeration.	Review and standardize completed estimates for University consistency. Communicate with Shops to determine time availability.
Prepare final estimate and specifications; including complete list of material and labor estimates. When needed, refine estimate to align with client budget allocation.	Review and prepare material and labor take-off determining estimates for one or more difficult or complex projects.
	Meet with departmental managers and/or clients to participate in value engineering in order to refine estimate to align within established budget allocation.
Contact vendors for product information relevant to specifications for project and client input	Communicate product information with client to evaluate and determine most suitable material for assigned projects.
Prepare preliminary sketches, drawings, and/or project descriptions for input into design modeling	
Coordinate with other estimators or departmental personnel to ensure consistency.	Build and ensure partnership with departmental managers and/or clients, drafters, and estimator.
	Supervise and direct planners and estimators by setting priorities and schedules, and by performing other relevant activities related to projects

Estimator
INDIVIDUAL CONTRIBUTOR

Lead Estimator
MANAGEMENT

Maintain section records related to timesheets, backlogs, and appraisals

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10346 ESTIMATOR, BAND E	10921 LEAD ESTIMATOR, BAND F
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Trade/technical/vocational school degree or equivalent; 2 but less than 4 years of experience or equivalent	Bachelor's degree; more than 3 but less than 5 years experience or equivalent
IMPACT	Moderate impact	Moderate impact
CONTACTS - INSIDE	Assists others Cooperation of task completion	Provide guidance Coordinate activities
CONTACTS - OUTSIDE	Providing and/or receiving guidance, advice or information that must be analyzed and developed by the position	Providing and/or receiving guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Limited contact	Limited contact

FACTOR PROFILE	10346 ESTIMATOR, BAND E	10921 LEAD ESTIMATOR, BAND F
SUPERVISION	Provide guidance, counsel and information to employees through out the University in specific areas	Provide day-to-day supervisory direction to employees within the department
COMPLEXITY	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment
LEVEL OF DECISION MAKING	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
FREEDOM OF ACTION	Directly affect functional areas Minimal effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees
EFFECT OF DECISION MAKING	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures required. May deviate from standard work practices
WORKING CONDITIONS	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required