

## EDITED KSAPC LISTING

### CLASSIFICATION: Associate Estimator of Building Construction

**NOTE:** Each position within this classification may perform some or all of these KSAPCs.

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of labor costs to determine the accuracy and completeness of costs by using electronic estimating tools and/or to verify accuracy of vendor/contractor bids.
K2.	Comprehensive knowledge of building materials used for construction to ensure the type and quantity of materials will meet project scope requirements, accepted industry standards, and construction guidelines and requirements.
K3.	Basic knowledge of pricing for building materials to determine the accuracy and completeness of costs when using electronic estimating tools and/or to verify accuracy of vendor/contractor bids.
K4.	Basic knowledge of current wage scale for various building and construction trades to identify specific types of contractors required for project, along with determining costs for prevailing wage and per diem that could impact project budget.
K5.	Comprehensive knowledge of principles of effective supervision to provide project management oversight of construction crew and ensure project scope and timelines are met.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Demonstrate effective oral and written communication skills, at a level required for successful job performance, when interacting with a project team, stakeholders, vendors/contractors, etc.
A2.	Read and interpret plans and specifications to understand the construction project scope, errors/omissions and any other issues that are critical to a successful project.
A3.	Develop estimates of material and labor costs and other items required for building construction to create project budgets.
A4.	Identify errors and discrepancies in project plans and specifications and determine impact to scope, schedule and budget.
A5.	Make valuation appraisals of existing buildings when estimating project scope to determine if a project is feasible or cost prohibitive.
A6.	Write clear and comprehensive reports to document project requirements, cost estimates, meeting notes, issues, budget tracking and reconciliation, etc.
A7.	Prepare e-mails and communicate project-related items to various individuals (e.g., project team, stakeholders, vendors/contractors, co-workers, supervisors, etc.).
A8.	Provide project management oversight of vendors/contractors to identify and validate scope of work during the design, engineering and construction phases of construction projects.
A9.	Analyze project issues by accurately assessing the situation and information to determine the best course of action for a reasonable and acceptable resolution.