AUBURN
Human Resources

Estimator I

Job Description

JOB INFORMATION

Job Code	NC06A
Job Description Title	Estimator I
Pay Grade	FM16
Range Minimum	$60,590
33rd %	$74,730
Range Midpoint	$81,800
67th %	$88,870
Range Maximum	$103,000
Exemption Status	Exempt
Approved Date:	11/4/2025 9:56:59 AM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Design & Construction

JOB SUMMARY

Serves as subject matter expert for Facilities Management capital project construction costs and existing building systems repair and replacement costs.

RESPONSIBILITIES

- Develops project cost estimates, recommends construction durations, reviews external estimates, and gathers cost data using AU standards and systems.
- Reviews design documents for constructability, cost efficiency, and risk mitigation.
- Assists contractor prequalification, bid solicitation, bid market analysis, and post-bid evaluation. Participates in Pre-Bid and Post-Bid meetings as needed. May participate in project buy-out for maintenance projects.
- Reviews construction contract change orders, job order contracts, and related cost adjustments and makes recommendations.
- Collects and compiles current market data on material costs, subcontractor availability, and regional trends.
- Maintains and updates project cost data in the AU historical construction cost database.
- Communicates and collaborates with peer estimators, project managers, and Facilities Management leadership on project cost and schedule issues. Participates in professional development and training.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Building Sciences, Engineering, Business, Economics or related field.	and	0 years of	experience with construction practices	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.