

## POSITION DESCRIPTION

# SENIOR PROJECT ESTIMATOR

## POSITION DETAILS

<b>POSITION No:</b>	9769	<b>DEPARTMENT:</b>	City Project Office
<b>CLASSIFICATION:</b>	MO Level 5	<b>UNIT:</b>	Programming & Delivery
<b>DIVISION:</b>	Thriving Capital	<b>LOCATION:</b>	Council Centre

## OBJECTIVES

### MISSION STATEMENT

Working together to make Hobart a better place for the community.

### DIVISION OBJECTIVE

To deliver measurable operational improvements for the City of Hobart through managing, innovating and optimising the use of contemporary city-wide technology, information, process and portfolio management practices.

### POSITION OBJECTIVE

The Senior Project Estimator provides a core function and service to Council divisions preparing cost estimates for infrastructure/civil construction projects and programs which form part of Council's rolling 3 years capital works program; validating unit rates for asset portfolios across council and acting as the Corporate Administrator for Council's estimation system. The role is also responsible for maintaining and validating the estimation system libraries to ensure accuracy and currency of Council rates.

## KEY FUNCTIONS AND RESPONSIBILITIES

- Provide timely and accurate cost estimates for infrastructure/civil construction projects and programs utilising best practice industry standards and the current estimating platforms.
- Develop an estimating framework for concept, planning and construction phases, ensuring the system is populated with validated current market rates capable of providing construction costs and financial management forecasting.
- Provide recommendations to management about construction cost comparisons for using internal crews or external contractors.
- Validate estimates prepared by external consultants/quantity surveyors.
- Provide assistance to Project Managers and Clients in developing specification and tenders for major capital works projects, ensure the bill of quantity reflects the asset types and task codes as referenced in Council's asset management and estimating systems.



City of **HOBART**

- Develop and implement periodic reviews of unit rates associated with the full range of asset types listed in asset register. This will include:
  - compiling a library of unit rates based on construction tasks that support the preparation of tender specifications; bill of quantities; schedule of rates for project procurement (sourced either internally or externally); and
  - the establishment and maintenance of standard productivity norms for the Council's workforce involved in capital works program and benchmarking them against industry standards.
- Develop and implement periodic reviews of resource lists and standard estimates for the full range of Council's construction and maintenance activities.
- Undertake regular reconciliation and reviews of project costs relative to estimates, and use completed project cost data to review unit rates, along with complexity and other factors used to generate estimates.
- Negotiate timeframes and manage stakeholder expectations.
- Advise and mentor a broad range of stakeholders in project estimation disciplines and how contractors view a project when developing their tender submissions.
- Ensure that the estimates developed in Council's current estimation system software are compatible with Council's current asset management and Project and Portfolio Management systems.
- Provide Project Clients /Project Managers with costed risk assessments and contingency recommendations as appropriate to the relative project lifecycle stage.
- Provide guidance and advice to Project Planners in terms of project scheduling, coordination and task duration.

**Work Health and Safety:** To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

**Note:** Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training

## ORGANISATIONAL RELATIONSHIPS

### REPORTING RELATIONSHIPS

#### 1. INTERNAL

The Senior Project Estimator reports to the Manager Programming and Delivery.

The role liaises with a broad range of internal stakeholder groups and business units as work requirements dictate. This will generally involve, but is not limited to, project managers, asset managers, procurement officers, planning and compliance officers and operational personnel.

#### 2. EXTERNAL

The role liaises with a broad range of external providers including, but not limited to, consultants, contractors, service authorities, Government Agencies and other Councils.

## SELECTION CRITERIA

1. Degree in Engineering coupled with 5 to 10 years' experience in project estimation, quantity surveying and project management or significant experience in construction estimating, costing and quantity surveying comprising a broad range and complexity of civil and infrastructure capital works projects suitable for a capital city council.
2. Demonstrated ability to implement, utilise and operate within a corporate estimating system such as Benchmark or similar software.
3. Sound understanding of contractual terms and conditions.

4. Demonstrated and well developed oral and written communication skills to facilitate the preparation of reports and discussion papers and present to a wide variety of internal and external stakeholders.
5. Strong interpersonal skills to organise, prioritise and multi-task to meet strict and competing deadlines and develop and maintain positive and effective relationships with a range of stakeholders and operate in a client rich environment.
6. Strong understanding of project life cycle and project critical path network construction planning in a project and portfolio management environment.
7. Demonstrated competent use of Microsoft Word, Excel, Access, Project and other estimating software and GIS applications.

## Position Requirements

### Pre-employment

- National Police check
- Pre-employment Medical Assessment – Medium Risk
- Evidence that the person is vaccinated against COVID-19 or has an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

#### 1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Chief Executive Officer, Hobart City Council from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.  
Or
- b) has a medical exemption, that applies to the vaccinations for the disease that has been recorded on the Australian Immunisation Register operated by or on behalf of the Commonwealth Government.

#### 2. Exceptional circumstances

Demonstrated to the satisfaction of the Chief Executive Officer, Hobart City Council.

### Essential

- Registration to Work with Vulnerable People.  
*The Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
- Current Drivers Licence. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.

### Desirable

Nil