

# JOB ROLE STATEMENT

## ESTIMATOR LEVEL 6

**DIRECTORATE** MANAGING DIRECTOR  
**BRANCH** PROGRAM MANAGEMENT OFFICE (PMO) **POSITION NO** P0062618 / P0062619

### KEY RESPONSIBILITIES

Prepare project cost estimates; provide claims support and independent advice on commercial issues including the timely resolution of contractual claims for the Program Management Office (PMO).

### KEY DELIVERIES

#### Cost Estimating

- Prepare and maintain project cost estimates for infrastructure projects delivered by Main Roads.
- Review project cost estimates prepared by others (e.g. estimators, project managers and consultants).
- Research materials, plant and labour costs.
- Resolve discrepancies by collecting and analysing information.
- Provide cost advice to the project managers (and others).
- Undertake specific research projects related to cost estimating to improve the delivery of cost estimating service.
- Develop and maintain training manuals for cost estimating processes and procedures.

#### Claims Management

- Investigate and analyse claims.
- Work with project managers (and others) to manage, assess, negotiate and resolve claims effectively and efficiently.
- Undertake the management of any unresolved claims following completion of allocated projects.
- Report and recommend on the outcomes of claims.
- Provide commercial advice for tender assessment and for the preparation of contract documentation, in particular pricing schedules.

#### Leadership and Management

- Engage in personal performance development processes, undertake training and maintain industry knowledge in relation to this role.
- Manage resources to meet agreed budget, performance levels and project outcomes.
- Facilitate the implementation of improvements from the PMO Strategic Business Plan.
- Proactively contribute to the continuous improvement of the PMO service.

#### Stakeholder Relationships

- Prepare responses to ministerial enquiries, media contacts and community issues relating to cost estimating.
- Communicate with project stakeholders to build strong relationships enabling proactive and efficient work practices.
- Build and maintain collaborative working relationships with key internal and external stakeholders, including contractors, consultants and specialist advisors.

### OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability Procedure on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### REPORTING RELATIONSHIPS

*This position reports to:*

(A) TITLE AND LEVEL	POSITION NO
ESTIMATES MANAGER	P0062606
LEVEL 7	

## ESTIMATOR LEVEL 6

**POSITIONS UNDER DIRECT SUPERVISION**

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

**ALL POSITIONS UNDER CONTROL**

State number of positions only

**SELECTION CRITERIA**

**ESSENTIAL:**

- A Degree in Applied Science (Construction Management and Economics) or approved equivalent.
- Substantial skill, knowledge and experience in:
  - construction costing and estimating
  - earthwork and civil infrastructure projects
  - claims management in W.A. civil environment
  - research, analysis and problem solving
  - negotiation and facilitation
  - building and enhancing stakeholder relationships
- Knowledge of:
  - contract administration for road and bridge infrastructure
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australia 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**DESIRABLE**

- Membership of Australian Institute of Quantity Surveyors.

**CERTIFICATION**

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

DIRECTOR

DATE

22/4/15

2. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

MANAGER ORGANISATIONAL REVIEW AND  
CO-ORDINATION

DATE

22/4/15