

JOB ROLE STATEMENT

COST ESTIMATOR (CIVIL INFRASTRUCTURE) LEVEL 6

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH PROGRAM MANAGEMENT OFFICE (PMO) **POSITION NO** P0062618 / P0062619

KEY RESPONSIBILITIES

Prepare cost estimates for civil infrastructure projects delivered by Main Roads. Provide claims management support and independent specialist advice on commercial issues including the timely resolution of contractual claims.

KEY DELIVERIES

Cost Estimating

- Prepare 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 specialist cost advice to project managers and 'others'.
- Undertake specific research projects related to cost estimating to improve the delivery of cost estimating services.
- Develop and maintain training manuals for cost estimating processes and procedures.

Claims Management

- Investigate and analyse contractual claims, identify issues and facilitate solutions.
- Professionally collaborate with project managers and 'others' to manage, assess, negotiate and resolve variation claims effectively and efficiently.
- Negotiate and manage resolution of any unresolved claims following completion of allocated projects.
- Report and recommend appropriate actions to achieve the expected outcomes of claims.
- Provide specialist commercial advice for tender assessment and for the preparation of contract documentation, in particular pricing schedules.

Leadership and Management

- Contribute to the development, implementation and co-ordination of cost estimate systems, processes and practices.
- Maintain up-to-date knowledge of developments and practice in civil infrastructure estimating and apply within the scope of the role.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Build and enhance professional working relationships with internal and external stakeholders including contractors, consultants and specialist advisors.
- Prepare responses to ministerial enquiries, media contacts and community issues relating to cost estimating.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities 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	LEVEL 7	P0062606

COST ESTIMATOR (CIVIL INFRASTRUCTURE) LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

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

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Estimates Administrator	LEVEL 4	Salaried, Wages	1
TOTAL			1

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

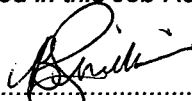
- Substantial skill, knowledge and experience in:
 - estimating for capital projects across civil works or major infrastructure preferably in a large civil infrastructure delivery organisation
 - estimating from first principles using estimating software (such as Expert Estimation) and measurement software (such as CostX)
 - claims management and administration in a civil infrastructure delivery environment
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
 - building and enhancing stakeholder relationships
- Knowledge of:
 - 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:


- A Degree in Civil Engineering, or Quantity Surveying, or Construction Management, or other related discipline.

CERTIFICATION

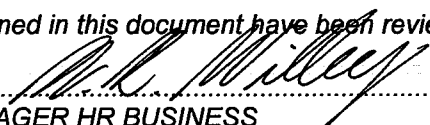
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 1/11/17
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 2/11/2017
EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 3/11/17
MANAGER HR BUSINESS