

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Associate Cost Estimator, Water Resources</b>		DWR POSITION NUMBER <b>3810-3303-002</b>	SAP POSITION NUMBER <b>50032194</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO. <b>TBD</b>	DIVISION/SECTION <b>DOE/CB/CMS/Scheduling</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R09</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Chris Pang</b>	SUPERVISOR'S CLASSIFICATION <b>Senior Cost Estimator, Water Resources</b>	
APPROVED BY (Personnel Analyst's Name) <b>Estevez Contreras</b>			DATE <b>10/01/2025</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<b>POSITION SUMMARY:</b> Under the direction of the Senior Cost Estimator, Water Resources, the incumbent provides detailed cost estimates of construction for major water resources facilities and provides construction planning, cost estimating and scheduling support to the Division of Engineering (DOE).			
	<b>ESSENTIAL FUNCTIONS:</b> This position requires that the incumbent work cooperatively with others and maintain consistent and regular attendance. The specific duties include, but are not limited to, the following:			
<b>45%</b>	Prepares Engineer's Estimates for the construction of State Water Project Facilities, flood control, remediation, restoration, and associated facilities and projects for the DOE, and prepares and reviews preliminary and feasibility level cost estimates for the Department and other agency's construction projects. This includes using drawings and specifications, and MS Excel and construction estimating software to prepare costs estimates of craft labor, construction equipment, and materials needed for construct projects for DOE, predicated on current equipment pricing, current material pricing, and Department historical information; including the evaluation of construction methods and equipment productivity.			
<b>20%</b>	Prepares cost estimates using MS Excel and construction estimating software for design changes, contract change orders, and review of the Contractor's cost proposals and claims based on the cost estimator's experience, knowledge, current equipment and material pricing and Department historical information, by evaluating the craft labor, construction equipment and materials necessary to complete the work. Performs a supporting role in the resolution of construction contractor claims, including meeting with the Contractor's representatives and Department staff as necessary to assist with the negotiation of changed work.			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Chris Pang</b>		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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10%	Determines productivity and costs associated with constructed and in-progress works in accordance with the Department and Contractor records, labor wage and construction equipment rates, and industry standards and practices. In the area of forensic estimating, works with the Department's engineering, construction, and legal staff as well as private consultants, experts, and attorneys in resolving disputes regarding the construction of water storage and conveyance facilities. Facilitates work and participates in investigations, analyses, condition surveys, studies, and data management to determine the costs, progress and conditions associated with in-progress and constructed works.				
10%	Monitors and reports on construction costs before, during and after construction. Prepares as-built construction cost reviews and schedules for evaluating and analyzing the costs of delay-related and loss-of-productivity claims. Utilizes knowledge of estimating, design, and construction to perform productivity scheduling and delay analyses. Reviews and analyzes construction schedules for conformance with the Department's contract requirements and constructibility.				
10%	Prepares, monitors, manages, and reports on project and program costs from the planning phase through completion of construction including earned value reports. Coordinates, updates and tracks multiple project costs and schedules for purposes of monitoring, resource leveling, planning, managing, mitigation and avoidance of conflicts in the workload of the DOE's design and construction workforce.				
5%	Travels to job sites throughout the State as necessary to produce construction estimates and schedules as directed. This may involve driving a pick-up truck off-road usually on rugged terrain to and from the job sites or working on uneven terrain or enclosed areas.				
	OTHER RESPONSIBILITIES: This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.				
	DIVERSITY, EQUITY AND INCLUSION All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.				

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	<p><b>SPECIAL REQUIREMENTS:</b>  <b>Must possess a valid California driver's license when conducting State business that requires driving a vehicle.</b></p> <p><b>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</b></p>			