






Estimator Rubric

 COMPETENCY	 NOVICE	 EMERGING	 PROFICIENT	 ADVANCED
Occupation-Specific Competencies				
<p>Construction Drawings and Documentation <i>Interprets and explains construction drawings and related documentation.</i></p>	<p>With support from supervisor, creates accurate material take offs based on drawings for a given scope of work.</p> <p><u>Subcontractor:</u> Demonstrates basic understanding of blueprint symbols, meanings, and concepts that relate directly to the business's scope of work.</p> <p><u>General contractor:</u> Demonstrates basic understanding of blueprint symbols, meanings, and concepts within a low-risk scope of work.</p>	<p>Accurately reads blueprints to quantify <i>more complex items</i> in project scope.</p> <p>Independently creates accurate material take offs based on drawings for a given scope of work.</p> <p>Makes connections between the content from the blueprint and the larger project scope.</p> <p>Demonstrates understanding of relevant specifications and makes basic connections between specifications and the project.</p>	<p>Creates priced proposal with support of supervisor.</p> <p>Communicates <i>basic</i> rationale for estimate based on specifications.</p>	<p>Creates priced proposal with limited support of supervisor.</p> <p>Communicates <i>more nuanced</i> rationale for estimate based on specifications.</p>

	<p>Accurately reads blueprints to quantify <i>basic</i> items in project scope.</p> <p>Locates relevant specifications.</p>			
<p>Estimating Software <i>Uses relevant software to perform estimating job functions.</i></p>	<p>Uses takeoff software (ex. Onscreen Takeoff) to identify <i>basic</i> materials and quantify them.</p> <p>Uses relevant software (ex. the Microsoft Suite) to perform job functions.</p>	<p>Uses takeoff software (ex. Onscreen Takeoff) to identify <i>more complex</i> materials and quantify them.</p> <p>Uses <i>more complicated/specialized</i> relevant software (ex. Bluebeam Revu) to perform job functions.</p>	<p>Uses construction cost software (ex. ProContractor) to produce a cost estimate from the material takeoff for small / basic projects with supervision.</p>	<p>Uses both takeoff software and construction cost software proficiently to produce complete estimates for more complex / challenging projects with limited supervision.</p>

<p>Collaboration <i>Works with a variety of internal and/or external stakeholders (such as clients, vendors, contractors, or personnel in other departments) to discuss and formulate estimates, resolve issues, and make changes and adjustments to cost estimates.</i></p>	<p>Collaborates with internal partners (Pre-Construction, Operations, Sales and Estimating) in preparation of estimates.</p>	<p>Describes the different stakeholders in the project (such as the architect, fabricators, subcontracts, etc.) and their different roles in the project.</p> <p>Identifies the business's role in the full project scope.</p>	<p>Works with external partners (ex. fabricators, engineers, general contractors, subcontractors) in preparation of estimates with supervision.</p>	<p>Works with external partners (ex. fabricators, engineers, general contractors, subcontractors) in preparation of estimates with limited supervision.</p>
<p>Project Organization <i>Manages multiple projects, changes in project scope, and shifting priorities in order to maintain project requirements and ensure deadlines are met.</i></p>	<p>Understands the time sensitivity and deadlines of the various tasks to be performed.</p>	<p>Completes assigned work within the time frame allowed.</p>	<p>Works on several projects and completes them by the deadline.</p>	<p>Manages changes to project scope and prices drawings revisions as change orders.</p>

<p>Business Acumen <i>Performs job functions with an eye to overall business profitability.</i></p>	<p>Demonstrates understanding of the business's role in a construction project (ex. specialty contractor vs. general contractor).</p>	<p>Develops <i>basic</i> understanding of direct and indirect costs, G&A/Overhead, and profit in construction.</p> <p>Understands different construction contract types (lump sum, unit price, cost plus, design build, GMP).</p>	<p>Develops estimates that are competitive in the marketplace with an opportunity for award.</p>	<p>Projects estimated have a reasonable award rate and are profitable upon completion.</p>
<p>Regulatory Acumen <i>Demonstrates and understanding of the regulatory environment that impacts estimating in the industry.</i></p>	<p>Completes an OSHA 10-hour construction safety course.</p>	<p>Understands the basic labor and safety laws and regulations affecting the construction industry.</p>	<p>Incorporates safety, labor burden, insurance, and other regulatory costs into estimates.</p>	<p>Incorporates various state requirements and costs into estimates.</p>
<p>Data Analysis <i>Compares and analyzes historical data and competitive set data to perform job functions.</i></p>	<p>Understands the basics of a production and variance report.</p>	<p>Uses <i>basic</i> historical data to develop cost estimates using construction documents.</p>	<p>Uses <i>more complex</i> historical data to develop cost estimates using construction documents.</p>	<p>Uses historical data to develop conceptual or budgetary estimates.</p>