

**POSITION DESCRIPTION**

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**IDENTIFICATION**Position Title: **Estimator**Position Number: **TBC**Section: **Estates & Infrastructure**Department: **Design & Projects**Location: **Laucala Campus**Level: **TBC**      Grade: **TBC**Reports to: **Director E & I**Supervised by: **Manager Design & Projects**

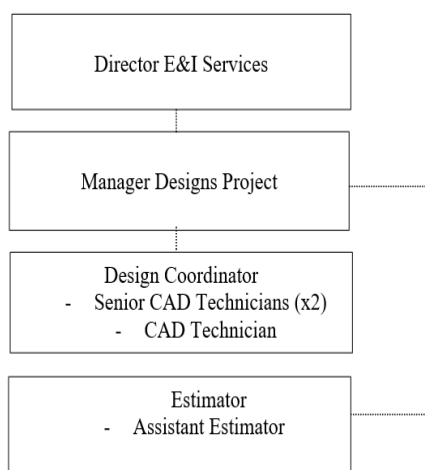
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**PURPOSE**

The Estimator is responsible for the preparation of Cost Estimates of Architectural, Civil/Structural Engineering and Building Services drawings in accordance with the University Design Standards and Quality Control procedures. This position will also be responsible for the building materials quantities and associated costs.

**NATURE AND SCOPE**

The Estates and Infrastructure Section is responsible for the management and strategic oversight of the University's property, buildings and infrastructure at all campuses and centers throughout its 12 member countries. Strategic Asset Management, Property Maintenance, Building & Property Standards and Design Services, Occupational Health & Safety Standards, and the Project Management of Major Capital works are key areas within the Section of E & I working together to ensure the physical estate supports the University Strategic and Academic Plans for the campuses. These include being the drivers of key campus sustainability initiatives, including energy, water & space efficiency as well as waste management through the adoption and maintenance of internationally recognized and benchmarked property and service standards.



The Estimator will be part of the Design Team and report to the Manager Design & Projects.

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**POSITION DIMENSIONS**

Staff responsible for: None

Limits of Authority

Financial: None

Non-Financial: None

**Internal and External Contacts**

<b>Internal</b> Coordinator Assets, Section Administrators/Space Coordinators, Design Coordinator, Project Managers, Manager OHS, Contract Administrators, Manager Design	<b>Purpose of contact</b> <ul style="list-style-type: none"> <li>• Maintenance Requests</li> <li>• Maintenance Planning</li> <li>• Projects and New Works</li> <li>• Inspections and approvals.</li> </ul>
<b>External</b> Consultants, regulatory and statutory authority inspectors,	<b>Purpose of contact</b> <ul style="list-style-type: none"> <li>• Architectural Assistance</li> <li>• Structural Design Assistance</li> <li>• Services Design Assistance</li> <li>• Certification</li> <li>• Approvals and permits</li> </ul>

**KEY RESULT AREAS/RESPONSIBILITIES**

- Prepares work to be estimated by gathering proposals, blueprints, specifications, and related documents.
- Identifies labour, material, and time requirements by studying proposals, blueprints, specifications, and related documents.
- Computes costs by analysing labour, material, and time requirements.
- Resolves discrepancies by collecting and analysing information.
- Presents prepared estimate by assembling and displaying numerical and descriptive information.
- Prepares special reports by collecting, analysing, and summarizing information and trends.
- Maintains cost database by entering and backing up data.
- Maintains technical knowledge by attending educational workshops and reviewing technical publications.
- Contributes to team effort by accomplishing related results as needed
- Prepare documentation for USP covering project plans and progress, environmental impact findings and other relevant information
- Prepares Price Evaluation & Reports
- Preparation of tender documentation and aiding the maintenance teams in carrying out complex maintenance-related work requiring technical documentation.

The incumbent is to carry out any other official duty or responsibility as required by the Manager Design & Projects.

The incumbent is to provide work supervision to CAD Technicians.

**Job Skills & Qualifications**

Required:

- A degree in Construction with one (1) year of relevant work experience; or
- A diploma in Quantity Surveying and four (4) years of relevant work experience, specialist expertise or broad knowledge in technical or administrative fields; or
- Completion of a post-trades certificate or advanced certificate and seven (7) years of relevant experience;
- Proficient with AutoCAD
- Analyzing Information, Estimating, Planning, Reporting Research Results, Data Center Experience, Strategic Planning, Attention to Detail, Informing Others, Requirements Analysis
- Decisive with excellent critical thinking skills
- Good written and verbal communication abilities, including preparing and giving presentations
- Current and clean Fiji driver's license, preferably including class 6
- Knowledge and understanding of Health and Safety Requirements in relation to Fijian Laws
- Sound knowledge of the Fiji Building Code and the building industry in Fiji and Pacific Islands

It is **essential** that the appointee have:

- Good oral and written English language skills
- Knowledge of AutoCAD and other CAD Programs
- Knowledge of 3-D drawings and animation
- A high level of Computer Literacy including maintaining a good filing structure and storage functions as well as operate Microsoft Office programs.
- Good Interpersonal skills – able to take direction and work with minimal supervision
- Good communication skills – oral and written

***Personal Qualities***

It is **essential** that the appointee be:

- A team player
- Able to work independently
- Flexible attitude to change in environment / work methods
- Able to work in a multi-cultural environment
- Able to work overtime if required
- Has strong attention to detail
- Committed to the organization

**TERMS AND CONDITIONS/POSITION ENVIRONMENT**

Salary: \$34,220.34 – \$40,473.14 (I&J Grade 6)

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Length of contract: 3 years contract

**ACCEPTANCE**

Name: \_\_\_\_\_

Staff ID: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head of Section's Signature: \_\_\_\_\_

Date: \_\_\_\_\_