

The University of Akron
Classification Specification

Job Title:	Estimator & Coordinator ADA	Job Code:	45131
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Exempt
SOC Description:	5000 Facilities Management Division	Date:	1/1/04;7/1/99

Job Summary:

Compile estimate of labor, materials, budgets and other important factors of building renovation for the Department of Physical Facilities. Ensure that legal requirements are met in the process of communicating project information.

Essential Functions:

30% Provide an estimate of labor and materials by analyzing data supplied by the requester. Use data related to the full request for work and standards for man hours to determine estimates.

25% Assist in the preparation of renovation project packets which show the scope, labor, and material budget for each shop involved in a project. Analyze construction documents and codes related to the preparation of these packets.

15% Consult with the requester, general foreman, and related shops regarding estimate and changes in orders. Obtain essential signatures of approval to fulfill the requirements necessary to begin renovation.

15% Enforce compliance with ADA requirements by educating the campus community and noting accessibility problems for future improvements. Review ADA changes in construction procedures and important court rulings associated with the ADA.

10% Cooperate with the Department of Physical Facilities in performing specific duties and responsibilities for the department.

5% Recommend resolutions for grievances made by physically challenged people in the campus community and maintain necessary records of complaints.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years of experience working with estimation of construction costs, budgets, design layouts, ADA laws and other codes or standards of construction. Ability to read and understand blue prints and utilize AutoCAD for drafting required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.