

CONSTRUCTION ANALYST (COST)
GS-828-12

INTRODUCTION

The position of Construction Analyst (Cost) is located in the Multifamily Division, Production Branch, *Des Moines, IA* Office.

A Construction Analyst (Cost) at this level is recognized as a highly-trained specialist in technical aspects of reviewing housing proposals and housing construction costs. The purpose of this position is to provide construction cost estimates for multifamily housing programs administered by the Department and to review cost work performed under fee contracts. Assignments typically include projects such as, housing for the elderly and disabled, townhouses, nursing homes, and garden or walk-up apartments.

MAJOR DUTIES AND RESPONSIBILITIES

A. Program Management and Internal Control:

Program Implementation and Compliance Monitoring: Reviews and recommends approval of requests for advance approval of identity of interest subcontract agreements. Determines the number of months required to construct various types of projects. Advises and assists on construction progress guides, inventory costs, component costs and delayed completion cost estimates. Maintains a continuing knowledge of new or improved construction methods and techniques and evaluates their effect on project cost.

Reviews, evaluates and provides recommendations for acceptance or rejection of multifamily cost processing completed by contract (i.e. Delegated Processing I and II, and Technical Discipline Contracts) or by other HUD Offices.

Develops and records cost information as Inplace Unit Costs used as bench mark adjustments and for developing various supplementary estimates. Develops and records fee information as typical fee allowances for contractor's and architect's service and other construction related fees and charges.

Assists in maintaining a comprehensive multifamily project data base consisting of various types and sizes, both HUD and conventional construction, on an individual trade item cost basis. The data further describes the pertinent features and other costs associated with the total improvement. This data is the basis for the development of proposed new construction multifamily project cost estimates.

Workload Management: Assists the Branch Chief in assuring that workload is prioritized and scheduled; that activities are scheduled or reassigned as appropriate; that computerized multifamily processing systems (i.e. MPATS) are used to process applications whenever possible; that data systems and automated reporting systems are in place and accurate to assure work items can be tracked and analyzed; that actions are taken to enhance program results; that operations are adjusted when necessitated by changing demand and/or reduction in resources and that accurate and timely reporting of operations and activities are accomplished.

Keeps the Chief, Production Branch/Team Leader advised of sensitive situations and exceptions to standard processing.

Coordination: Oversees, reviews, trains, and otherwise coordinates activities of others, including contract cost estimators and fee contractors.

B. **Communications and Representation, Internal and External to HUD**

Work Relations: Provides guidance and direction to lower grade personnel within the assigned review team.

Participates in intra and cross functional teams dealing with complex issues. Supports positive, cooperative working relationships within the Branch and within other Branches and Division/Program areas within the Field Office.

Client Relations: Obtains construction cost and fee information through personal contact with general contractors, subcontractors, material suppliers, architects and other sources in the industry.

As directed, meets with various persons from private industry, alone or with other staff personnel, for preconstruction and pre-cost certification meetings or discussions relative to various multifamily construction cost subjects.

Has frequent contacts with builders, developers, contractors, material suppliers, architects, engineers, and the general public.

Conducts surveys of construction wage rates. Obtains the information by phone, mail and personal contact with general contractors, subcontractors, building trade associations and labor union representatives. The information is recorded on prescribed forms and submitted to the Department of Labor for issuance of a wage rate determination.

Knowledge, skill and experience in properly interpreting construction plans, specifications, soil analysis and other engineering data.

Knowledge, skill and experience in applying construction cost estimating principle involving new and substantial rehabilitation construction involved in the various Departmental programs.

Knowledge of or willingness to learn computer processing systems.

SUPERVISORY CONTROLS

Is under general supervision of the Chief, Production Branch. Carries out assignments with considerable freedom, frequently selecting the approach to be used in the resolution of complex problems. Work is reviewed for adequacy in terms of meeting broad objectives and for compliance with agency policy and regulations.

On routine projects such as garden or walk-up apartments and townhouses the employee works independently. On more complex projects involving mid and high-rise tower type structures, which include elevators and are constructed of steel and/or reinforced concrete, masonry or new or unconventional materials, will receive instructional guidance from the supervisor or senior cost analyst technician.

GUIDELINES

General guidelines in the form of handbooks or notices are provided. Is responsible for adherence to published guides or recommending deviation. However, considerable judgement is exercised within the parameters of existing guidelines.

COMPLEXITY

Reviews drawings and specifications, and processes costs dealing with projects incorporating complex design features, unusual building materials or advanced building techniques. The types of construction involved may include buildings of nonconventional high-rise apartments, multi-story elevator high-rise apartments, walk-up or garden type apartments, two and three-story structures, detached or semi-detached townhouses, and other less complex multifamily structures. The projects may feature such unusual designs as underground parking garages, complex heating and air conditioning plants, air-rights construction, and other unusual design

WORK ENVIRONMENT

Work is performed in an office setting with occasional visits to construction sites.

STATEMENT OF DIFFERENCE
Construction Analyst (Cost)
GS-0828

The full performance level is Construction Analyst (Cost), GS-0828-12.

GS-0828-11

Factor 2. Supervisory Controls

The supervisor makes assignments by defining program objectives, deadlines, and priorities. Receives assistance from supervisor, or higher grade staff member, on unusual situations, or as work load and assignment may dictate. Carries out the assignment to completion on a timely basis in accordance with established procedures. Recommendations are usually accepted. Completed work on project activities is evaluated for technical adequacy and conformance to existing policies and requirements.

Factor 3. Guidelines

Departmental Handbooks, Minimum Property Standards (MPS), applicable building codes, supplemental issuances, office memorandums, and operational policies provide the framework for processing project applications. Although minimum standards are required, the standards allow for some discretion. Uses personal knowledge of construction structures with respect to acceptability of design and materials used. They apply precedents when reviewing the adequacy of proposals. Assignments require some interpretation of standards; however, precedent setting decisions are cleared with supervisor.

Factor 4. Complexity

Typically, the types of projects include: subdivisions, walk-up or garden type apartments, one to three-story structures, detached or semi-detached townhouses, and other less complex multifamily structures. Cost processing will involve a full range of building and project types. Investigates causes of construction complaints and takes appropriate action, which may require persuasion, since voluntary action by the builder/developer is required.