

Cost Estimating Management

Estimates labor and material costs of manufacturing and engineering based on request for proposal (RFP) data submitted by prospective customers. Analyzes specifications, including sketches, blueprints, bills of material or sample layouts, and calculates production costs using labor and material pricing schedules and historical data. Collects cost data from functional representatives, subcontractors, and vendors. Computes cost estimates of raw materials or subcontracted work and labor. Prepares and maintains historical cost data. Creates cost models for cost estimating elements. Prepares cost reports and presents findings to management, contract personnel, proposal coordinators, customer representatives, price auditors, vendors and subcontractors.

	Level 1	Level 2	Level 3	Level 4
	Supervisor, Cost Estimating	Associate Manager, Cost Estimating	Manager, Cost Estimating	Sr. Manager, Cost Estimating
Management Role	Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.	Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.	Accomplishes results through subordinate supervisors or exempt specialist employees.	Generally accomplishes results through lower management levels.
Policy and Strategy	Directs daily operations of work area.	Administers and executes policies, processes and procedures that affect subordinate employees and the workflow of the work area.	Interprets and administers policies, processes and procedures that may affect sections and subordinate work areas.	Establishes operating policies and procedures that affect departments and subordinate sections and work area. Interprets company-wide policies and procedures. Develops budgets, schedules and performance standards.
Freedom to Act	Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.	Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.	Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives. Participates in all aspects of material negotiations as necessary with customer (establishing funding) and suppliers.	Assignments are objective oriented. Work is reviewed in terms of meeting the organization's objectives and timelines.
Impact	Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.	Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.	Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources and funds.	Decisions have an extended impact on work processes and outcomes. Erroneous decisions result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time, human resources and funds; and jeopardize future business activity.
Liaison	Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.	Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.	Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.	Interacts frequently with internal and external management and senior-level customer representatives concerning projects, operational decisions, scheduling requirements and/or contractual clarifications. Leads briefings and technical meetings for internal and external representatives.
Operations Involvement/Direct work Involvement	Monitors work operations on a daily basis and actively assists, or provides direction to, subordinates as required. May perform, especially in staff or professional groups, ongoing tasks of organizational unit.	Functions as advisor on all projects and tasks assigned to the organizational units under supervision. Becomes actively involved only when subordinate supervisor or staff members require assistance to meet established schedules or to resolve complex technical or operational problems.	Responsible for all projects assigned to the organizational unit. Acts as an advisor to subordinate supervisors or staff members to help meet established schedules or resolve technical or operational problems. Directly participates in establishing and administering many centralized functional projects. Submits and administers budget schedules and performance standards.	Responsible for all projects assigned to the organizational unit. Acts as an advisor to subordinate supervisors or staff members to help meet established schedules or resolve technical or operational problems. Directly participates in establishing and administering many centralized functional projects. Submits and administers budget schedules and performance standards.

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	Supervisor, Cost Estimating	Associate Manager, Cost Estimating	Manager, Cost Estimating	Sr. Manager, Cost Estimating
Minimum Education and Experience	Bachelor's Degree in Supply Chain, Finance, Business or a related field and 5+ years of diverse professional experience in all areas of Supply Chain which may include 1+ years of previous lead or supervisory responsibilities.	Bachelor's Degree in Supply Chain, Finance, Business or a related field and 7+ years of diverse professional experience in all areas of Supply Chain which may include 3+ years of supervisory responsibilities.	Bachelor's Degree in Supply Chain, Finance, Business or a related field and 10+ years of diverse professional experience in all areas of Supply Chain which may include 5+ years of managing respective area. Master's Degree preferred.	Bachelor's Degree in Supply Chain, Finance, Business or a related field and 12+ years of diverse professional experience in all areas of Supply Chain to include 5-7+ years of managing respective areas. Master's Degree preferred.