



YOUR BEST PROTECTION

# Position Profile

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## **Cost Estimator / Valuation Consultant**

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Roseville, California  
March 2024

**People | Service | Integrity | Innovation**

*Do you seek a career where your industry expertise and experience contribute to organizational success?*



Staff enjoy evening out at Impact Axe

*Are you attracted to an organization that serves a critical industry in California – water?*

*Do you want to be part of a team where 85% of staff feel they experience work life balance?*

Then our position of **Cost Estimator / Valuation Consultant** is for you.



## Position Overview

ACWA JPIA is an award winning risk pool for water agencies, known for superior customer service and attention to members that is second to none.

ACWA JPIA is recruiting for a **Cost Estimator / Valuation Consultant**. The candidate will work under the direction of the Director of Pooled Programs and will assist with the administration and operation of ACWA JPIA appraisal program, conduct on-site appraisals and analysis of member agencies' insurable property assets, advise member agencies on the value and appropriateness of insuring district property, maintain accurate replacement cost schedules for insurable values.

The Cost Estimator position will be located in Roseville, CA, in a LEEDS (Leadership in Energy and Environmental Design) certified building or may be eligible for remote work. This is a full-time position with hours from 7:30 a.m. to 4:30 p.m., Monday through Friday. Flexible work options are available. Occasional travel throughout the state to conduct on-site appraisals and may require overnight stay. Rare weekend work might be necessary.

**Key Responsibilities** include but are not limited to the following:

- Conduct on-site appraisals and analysis of member agencies' insurable property assets and/or oversee appraisal work by outside consultants.
- Advise member agencies on the value and appropriateness of insuring district property.
- Maintain accurate replacement cost schedules for insurable values assets.

- Assist in the development and maintenance of databases and other resources to calculate the replacement cost or other values of member agencies' insurable property values.
- Identify unusual property exposures, physical hazards, and other risks during on-site visits and communicate them to risk management staff and management.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, consultants and the public.
- Assist in training Member Services staff and members in maintaining accurate replacement costs schedules data in property valuation programs for district assets.
- Support the Member Services department during the annual Property Program renewal process.
- Makes initial judgment on specific assets inspected and determines if the asset should be included in the member's schedule of assets (buildings, machinery & equipment, etc.)
- Documents asset attributes for valuation and reporting purposes.
- Applies direct, standard, and normal costing techniques with consistency and accuracy (valuation of member assets.)
- Drives personal or rental vehicle for JPIA-related travel requirements.

#### **Other Duties**

- Assist in drafting written communications to members relative to the Property Program
- Assist with and attend presentations/meetings/member tours with broker and property carriers
- Assist with drafting and presenting staff reports to the Property Program Advisory Committee
- Perform other duties as directed

#### **Preferred Qualifications** include knowledge of:

- Current construction building standards or codes as they relate to public entities in the State of California, including NFPA
- Estimation of replacement costs for insurable values of buildings as well as specialized structures and electrical/mechanical equipment
- Property insurance coverage forms
- JPIA and its relationship with its member agencies
- General safety and risk reduction requirements for property loss protection
- English grammar and usage
- Standard office equipment and computer software programs
- Cost monitoring and reporting systems and procedures

## Experience Requirements

Any combination of education, training and experience which would demonstrate the ability to successfully perform these functions, duties and responsibilities would be qualifying. A typical way to demonstrate the necessary qualifications would be:

Five to seven years of commercial construction cost estimation or insurance appraisals.

## Additional Licenses/Certifications

Possession of a valid State of California Driver's License issued by the State Department of Motor Vehicles. Proof of auto insurance with no exclusion for business use is required.

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## About ACWA JPIA



**Mission Statement:** The ACWA JPIA is dedicated to consistently and cost effectively providing the broadest possible affordable insurance coverages and related services to its member agencies.

The ACWA JPIA (JPIA) is a public entity formed in 1979 by the water agencies of the state of California. Like its members, the JPIA is a special district in the state of California. Its formation and operation are subject to the provisions of the California Government Code, including the Brown Act. It provides risk-sharing pools to meet the needs of its members for property, liability, workers' compensation, and employee benefits coverage.

For over forty years, the JPIA has been a partnership of water agencies working together to share the risks associated with purveying water. The risk-sharing pools of the JPIA are a cost-effective form of risk management available only to public entities, allowing them to bypass the high cost of commercial insurance. The coverages provided by this risk-sharing arrangement are unique to water agencies; the water agencies themselves--their directors and managers--have selected and refined these coverages. Not all water agencies are accepted into the JPIA. Prospective members must demonstrate a commitment to effective risk management programs.



Becoming a member is just the beginning. Besides handling covered claims for all members, the JPIA provides risk management services and training programs. Risk Control Advisors, who are specialists in the water industry, not generalists, perform on-site visits. Certified treatment plant operators and distribution system operators are on staff.

The risk management services include assistance with Injury and Illness Prevention Programs, ergonomic evaluations, Cal/OSHA regulatory compliance, confined space entry evaluations, noise surveys, and hazard communication programs. In addition, members receive assistance with their personnel policies and procedures as well as help in developing job descriptions and employee handbooks.

The JPIA is the premier provider of secure, stable and highly cost-effective alternatives for protecting the assets, liabilities and employees of public water agencies. We employ 55 staff and, in the past 10 years, have had minimal turnover except for retirements and new mothers. We have a very tenured staff because we operate in alignment with our values of **people, service, integrity, and innovation**.

ACWA JPIA is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our team members invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We value and encourage our team members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual identity, socio-economic status, veteran status, and other characteristics that make our team members unique.

Visit our website at [acwajpia.com](http://acwajpia.com) and get to know us.

Located in Roseville, CA, the JPIA headquarters resides in a modern, LEED certified building. Roseville is located 30 miles east of Sacramento and part of the Placer Valley. Situated at the base of the Sierra Nevada Mountains, Roseville boasts affordable living, exceptional schools, extensive parks and outdoor activities and only a 90-minute drive to Tahoe or San Francisco areas.



# Compensation and Benefits

JPIA offers an attractive compensation and benefits package. The salary range for the position is **\$102,342 - \$153,514**. To determine approximate total compensation, add an additional 38% to the salary. This more accurately represents the total benefits received as an employee.

## Benefits of Employment at JPIA

- Working with one of the most respected JPA's in the state
- Supporting an industry critical to California's future – water
- Being part of an organization where 97% of staff agreed that they know how their individual job contributes to the success of the organization
- Staff with engagement levels far exceeding most public entities
- Employee committees and activity groups focused on staff wellness, social activities and team building events (hiking, golf, disc golf groups also)
- Possible annual merit increases, dependent upon performance
- Remote work options
- Medical: Choice of Kaiser (HMO or Consumer Driven Health Plan) or Anthem (HMO, PPO, or Consumer Driven Health Plan) paid **100% for employee and dependents**
- Health Savings Account offered for Kaiser and Anthem CDHPs with up to \$3000 contributed annually by JPIA.
- Dental: Choice of either Delta Dental (PPO) or Delta Care (HMO) paid **100% for employee and dependents**
- Vision is provided through VSP paid **100% for employee and dependents**
- Life Insurance: Group term life insurance paid **100% for employee**; additional options to purchase more
- Short-term and Long-term disability insurance paid **100% for employee**.
- Robust Employee Assistance Program for you and your dependents to help when life doesn't go as planned
- Mental Wellness benefits for you and your dependents which includes access to coaching, therapy, meditations, and more
- Fertility and family planning coverage (Anthem)

## Your Peace of Mind

- Paid time away: New hires enjoy 36 days of paid time off in the first year (12 accrued days of vacation, 12 accrued days of sick leave - one per month - with unlimited accrual, and 12 paid holidays each year)
- Support the community with 8 hours per year of paid volunteer time
- Generous pension plans with the CalPERS retirement system
- Voluntary 457(b) compensation plans to allow additional income for retirement
- Educational assistance program from day one to encourage personal growth



Staff volunteering at the Placer Food Bank

# Application Procedure

Complete employment application located on JPIA's website, [www.acwajpia.com](http://www.acwajpia.com). Click **Connect/Employment Opportunities/Job Openings**. Submit JPIA application, along with cover letter and resume to [hr@acwajpia.com](mailto:hr@acwajpia.com). This recruitment is open until filled and can end at any time without prior notice.

JPIA is an equal opportunity employer and is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. Diverse candidates are strongly encouraged to apply.

# Interview Process

Only candidates chosen for an interview will be personally contacted. Those chosen will participate in a screening interview by phone and then, if passed, will be required to complete basic, job-related testing and sit for a panel interview, both in-person. Second interviews may be held if needed. Any offer of employment will be contingent upon the candidate completing a background and reference check, and a pre-employment physical and drug test (if applicable).

No walk-ins please. EOE employer.

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Thank you for your interest in joining ACWA JPIA

*This position fact sheet is intended to provide general information and assist qualified individuals in determining interest in applying for this position. The information is not all-inclusive.*