

Summary of Duties: Makes detailed cost estimates of materials and labor for the construction, alteration and improvement of structural and architectural features; or electrical and electronic systems; or plumbing, heating and air-conditioning systems for City facilities; and does related work.

Distinguishing Features: Employees of these classes are primarily concerned with making detailed cost and quantity estimates of material and labor for proposed City buildings and other structures and for alterations, improvements or repairs to existing facilities.

The primary responsibility of employees of these classes is the completeness and accuracy of such estimates, based on plans, specifications, inspections, and instruction. These classes are distinguished from each other by specialization in structural and architectural, electrical or mechanical features. An estimator may work on estimates involving other than their specialty when such work is a minor part of the estimate and it is not feasible to assign a specialized estimator. Estimate requests are normally received in the form of sketches, completed plans and specifications or written instructions. The estimates are reviewed for reasonableness with occasional spot checks of individual estimates.

Examples of Duties: All Classes: Makes preliminary and final detailed estimates of material and labor costs for proposed construction, improvement or alteration to City facilities or for the remodeling, replacement and moving of private buildings as a result of public improvements; works from memoranda, sketches, plans and specifications; prepares quantity surveys and detailed lists of materials to be used; prepares construction staffing schedules for required work; studies and reports on the cost aspects of construction methods during the progress of both force account and contract construction work; makes spot cost analyses of work in progress; makes cost analyses of completed work; compares and checks estimates with detailed cost analyses of work in progress and upon completion; makes cost estimates of existing improvements for real property acquisitions; makes studies to determine cost indices to be used in adjusting property records; inspects buildings and reviews plans and sketches to determine feasibility of repair or alteration from the standpoint of costs; writes reports on inspections and investigations; maintains cost records, gathers data and prepares statistics on construction costs; assists in the preparation of budget requests, including estimates for fiscal building projects; investigates contract change orders and payment requests; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

<u>Knowledges:</u>	Construc- tion <u>Estimator</u>	Electrical Construc- tion <u>Estimator</u>	Mechanical Construc- tion <u>Estimator</u>
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Methods of estimating material and labor costs and of the current costs of materials used in the construction, improvement, alteration and repair of:

Reinforced concrete, steel, masonry and wood frame buildings;	Good	Working	Working
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Electronic and electrical installations in buildings;	Good	Good	Working
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Mechanical installations buildings;	Good	Good	Good
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Prevailing wages and construction practices and terminology in the:

Building trades;	Good	General	General
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Electrical trades;	General	Good	General
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Mechanical trades;	General	General	Good
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<u>Abilities:</u>	Construc- tion <u>Estimator</u>	Electrical Construc- tion <u>Estimator</u>	Mechanical Construc- tion <u>Estimator</u>
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Estimate the amount of labor necessary to perform the work involved;	X	X	X
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Evaluate contract change orders;	X	X	X
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Evaluate contract entitlement and claims;	X	X	X
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Construc- tion	Electrical Construc- tion	Mechanical Construc- tion
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Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.