

Summary of Duties: Supervises and works with a group of technical employees making cost estimates for the construction, alteration, and maintenance of City buildings and facilities; for the remodeling, replacement, and moving of private buildings as a result of public improvements; for repair of wharves and piers at City harbor facilities; performs the more difficult work; and does related work.

Distinguishing Features: A Senior Construction Estimator is responsible for preparing and supervising estimates of material, labor, and equipment needed for the construction, alteration, and maintenance of structural, architectural, electrical, electronic and mechanical features in City buildings and facilities such as treatment plants, and piers and wharves at City harbor facilities or for the remodeling, replacement and moving of private buildings as a result of public improvements. This distinguishes an employee in this class from Electrical Construction, Mechanical Construction, and Construction Estimators who have no supervisory responsibility and tend to specialize in only one phase of construction estimating.

Assignments are received as building plans, specifications, sketches, and memoranda. A Senior Construction Estimator is responsible for assigning, coordinating, and reviewing estimating projects. Work is reviewed on the basis of the quality and quantity of estimates prepared.

Examples of Duties: Assigns, coordinates, reviews, and participates in the work of a group of estimators engaged in making and checking detailed material and labor cost estimates for the construction, alteration, and maintenance of structural, architectural, electrical, electronic, plumbing, heating, and air-conditioning features in City buildings, harbor facilities and other facilities such as treatment plants, or for the remodeling, replacement and moving of private buildings as a result of public improvements; studies, investigates and establishes labor and material cost standards, current construction costs, and other data pertinent to the estimating process; analyzes construction contract and purchase order bids, change orders, and payment requests; prepares reports recommending the acceptance or rejection of bids including the analysis of statistical data gathered and investigations made.

Reviews building plans, specifications, sketches and memoranda, and assigns estimating projects to subordinate estimators; reviews and approves completed estimates; reviews labor and material cost records pertaining to construction, maintenance, operation, and custodial activities; prepares reports reflecting statistical analyses of activity costs on unit and other measurement basis;

Confers with City and private architects and engineers in order to clarify requirements, plans, and specifications and reconciles differences, including estimates prepared by private architects and

engineers; answers questions and advises about the status of cost estimates; keeps records and maintains files; fulfills supervisory responsibilities as set forth in the City's Affirmative Action Plan; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the practices and computerized and manual methods used in the construction, alteration, and maintenance of structural and architectural features in City buildings, harbor facilities and other city facilities such as treatment plants, and for the remodeling, replacement, and moving of private buildings including costs of electrical, electronic, and mechanical installations within such buildings; a good knowledge of the application of computers to estimating; a good knowledge of the current costs of materials used in the construction, maintenance, alteration, and repair of reinforced concrete, steel, masonry, and wood-frame buildings; a good knowledge of the methods and practices used in estimating material and labor costs and of the current costs of materials used in the construction, maintenance, alteration, and repair of electrical, electronic, and mechanical installations in buildings; a good knowledge of issues arising from change orders such as, indirect costs, ripple effects, time extensions and other impacts; a good knowledge of the prevailing wages and construction practices and terminology in the construction, electrical, and mechanical trades related to building construction, alteration, moving and demolition; a good knowledge of supervisory principles and practices; a good knowledge of safety principles and practices; a working knowledge of laws and regulations relating to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies, and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to estimate the amount of labor necessary to perform the work involved; the ability to evaluate contract change orders; the ability to make cost analyses of completed structures and electrical and mechanical installations; the ability to read and interpret building plans and specifications; the ability to supervise professional and technical employees; the ability to deal tactfully and effectively with employees and the public; the ability to write clear and comprehensive reports; and the ability to negotiate change orders with contractors and reach equitable settlements.

Two years of experience as a Construction Estimator, Electrical Construction Estimator, Mechanical Construction Estimator or in a class at least at that level making cost and quantity estimates for the construction, alteration and maintenance of large buildings under the Uniform Building Code or United States equivalent is required.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to five pounds and occasionally over fifteen pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may be capable of performing the duties of some of the positions in this class with reasonable accommodations. 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 the duties and responsibilities of any position shall be.