

ESTIMATING OCCUPATIONAL GROUP [161]

ESTIMATOR (MECHANICAL)

General Statement of Duties and Responsibilities

This class of positions encompasses professional mechanical estimating work of varying degrees of difficulty and responsibility. May operate a motor vehicle to visit sites. There are two assignment levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions:

Assignment Level I

Under direct supervision, performs mechanical estimating work.

Examples of Typical Tasks

Reviews, negotiates, and finalizes change orders.

Conducts quantity surveys and cost evaluations in connection with contract drawings, specifications or contract changes.

Prepares cost estimates for the planning, construction, remodeling or repair of public works, structures or installations.

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ESTIMATOR (MECHANICAL) (continued)

**Assignment Level II**

Under general supervision, in addition to performing the work described in Assignment Level I, performs difficult mechanical estimating work; may supervise other estimating personnel; and performs related work.

**Examples of Typical Tasks**

Plans, assigns and reviews the mechanical estimating work of subordinates.

Engages in or supervises the preparation of complex and important research and conducts studies and investigations related to the mechanical estimating functions of a department or agency.

Prepares, or supervises the preparation of mechanical cost estimates for the planning, construction, remodeling or repair of the mechanical work in public works, structures or installations.

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ESTIMATOR (MECHANICAL) (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Supervises the conduct of quantity surveys and mechanical cost evaluations in connection with contract drawings, specifications, or contract changes.

Reports on contract estimates prepared by private consultants, with recommendations for acceptance, rejection or modification.

Participates in the development of cost estimates for the mechanical work in major construction projects in connection with the preparation of the capital budget.

May represent agency head or other top level officer or employee in relations with other City agencies, contractors, consultants and the public.

Coordinates, maintains and updates price library, historical database and other reference material with current cost variations.

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ESTIMATOR (MECHANICAL) (continued)Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and seven years of full-time satisfactory experience in mechanical estimating work of which two years shall have been full-time mechanical estimating experience involving heating, ventilating, air conditioning, or plumbing in the building construction field; or
2. Education and/or experience equivalent to " 1 " above. Undergraduate college credit can be submitted for experience on the basis of 30 credits leading to a baccalaureate degree from an accredited college in mechanical engineering or mechanical engineering technology for one year of experience, up to a maximum of four years of acceptable experience. Full-time satisfactory experience in mechanical engineering will be credited on a year-for-year basis up to a maximum of five years of acceptable experience. However, all candidates must have a four-year high school diploma or its educational equivalent and two years of full-time satisfactory mechanical estimating experience involving heating, ventilating, air conditioning, or plumbing in the building construction field.

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ESTIMATOR (MECHANICAL) (continued)

**License Requirement**

For assignment to certain positions, candidates must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

**Qualification Requirements** (continued)

**Special Note:**

**For Assignment to Level II**

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of full-time satisfactory experience in mechanical estimating work on construction projects.

**Direct Lines of Promotion**

**From:** None

**To:** None