

SENIOR ESTIMATOR (GENERAL CONSTRUCTION)

General Statement of Duties and Responsibilities

Under general supervision, performs difficult and exacting general construction estimating work. May supervise other estimating personnel; performs related work.

Examples of Typical Tasks

Plans, assigns and reviews the general construction estimating work of subordinates.

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

May review change orders and, when necessary, negotiate with contractor to finalize change orders.

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

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

Supervises the conduct of quantity surveys and 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.

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SENIOR ESTIMATOR (GENERAL CONSTRUCTION) (continued)Examples of Typical Tasks (continued)

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

Coordinates price library with current cost variations.

Qualification Requirements

1. Eight years of full-time satisfactory experience in general construction estimating and a four-year high school diploma or its educational equivalent; or
2. A four-year high school diploma or its educational equivalent and a combination of the following sufficient to equal a total of eight years of experience, at least two years of which must be general construction estimating experience:
 - a) Full-time satisfactory experience in civil engineering, architecture or construction can be substituted for construction estimating experience on a year-for-year basis.
 - b) Education in civil engineering or architecture, leading to a Bachelor's degree in civil engineering or architecture, respectively, can be substituted for up to four years of required experience on the basis of 30 semester credits for one year of acceptable experience.

Direct Lines of Promotion

From: Estimator (General Construction)
(20122)

To: None