

## CLASS CLASSIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### CONSTRUCTION ESTIMATOR - 1601

##### **DEFINITION:**

Under general supervision, to plan, estimate, administer, and inspect preventive maintenance, repair, alteration, and minor construction of buildings; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Reviews work requests for preventive maintenance, repair, alteration, and minor building construction work;
- Consults with departments regarding the work requested;
- Inspects facilities to determine the feasibility of proposed work;
- Checks proposed work for conformance to leases and applicable plumbing, electrical, building, fire, safety, and related codes;
- Determines the type, quantity, and cost of materials required to complete a job;
- Estimates labor costs using established time standards;
- Prepares job specifications and administers small repair, construction, and service contracts;
- Coordinates work between contract services and City forces;
- Assists in coordinating multi-craft jobs; makes rough drawings of work to be performed;
- Reads and interprets blueprints;
- Inspects work completed for conformance to plans, specifications, contracts, and applicable codes.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience estimating building construction or skilled trades maintenance costs; **OR** three years of full-time journey-level experience in a skilled trade.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.