

CLASS CLASSIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
CONSTRUCTION ESTIMATOR

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 Announcement for updated minimum qualifications.

Two years of building construction or skilled trades maintenance or construction estimating experience; **OR** two years of journey-level experience in all phases of a building construction 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.