

Spec. Code: 1462
Occ. Area: 02
Work Area: 170
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 02/01/10
Last Action: Rev.

ESTIMATOR

Function of Job

Under general supervision from those responsible for the general maintenance of building and grounds, to make routine estimates of maintenance and repair costs.

Characteristic Duties and Responsibilities

1. computes labor, material, equipment, and installation costs
2. compiles lists of materials needed
3. computes unit costs
4. assists in surveying and drafting
5. estimates cost of repair jobs
6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following, totaling **four (4) years (48 months)**, from the categories below:
 - Responsible work experience in construction work
 - Bachelor's degree in engineering, architecture, construction management or closely related fields
 - 30 semester hours equals 1 year (12 months)
 - 60 semester hours equals 2 years (24 months)
 - 90 semester hours equals 3 years (36 months)
 - 120 semester hours or higher equals 4 years (48 months)
2. **Two (2) years (24 months)** work experience in a recognized contractor's or engineer's office preparing estimates or supervising work

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to communicate effectively orally and in writing
2. ability to choose the right mathematical methods or formulas to solve a problem
3. knowledge of the practical application of construction technology
4. knowledge in commercial scheduling and estimating software

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