



PERSONNEL COMMISSION

Class Code: 3321
Salary Range: 36 (C2)

MAINTENANCE COST ESTIMATOR

JOB SUMMARY

Under general supervision, prepare cost estimates for construction, reconstruction, alteration and demolition projects on District facilities and buildings; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Prepare cost estimates of labor, material and equipment by reviewing preliminary and final plans for construction, reconstruction, and maintenance work in any of the following trades: carpentry, painting, glazing, plumbing, electrical, heating, ventilating, refrigeration and air conditioning, and locksmithing. **E**
- Read and work from plans, blueprints, sketches, drawings and specifications. **E**
- Prepare and review cost estimates for proposed change orders submitted by contractors. **E**
- Review unit cost prices submitted by bidders and recommend acceptance or rejection. **E**
- Prepare comparative estimates of alternative construction methods and materials. **E**
- Prepare tentative estimates for building projects from sketches and verbal descriptions. **E**
- Provide data to contractors, subcontractors and suppliers for cost information in order to resolve cost differences. **E**
- Calculate contractor payments based on bid data and progress of the project. **E**
- Follow up on the status of requests for service with contractors and site requestors to assure completion of work in accordance with defined scope of work; maintain a variety of records and prepare reports related to assigned activities **E**
- Communicate with administrators, District staff, outside agencies, contractors, vendors and others to exchange information, resolve issues and concerns, and coordinate activities. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. **E**
- Attend a variety of meetings and trainings to maintain current knowledge of industry trends and laws, codes, rules and regulations related to assigned activities. **E**
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

A Maintenance Cost Estimator applies knowledge and skills of multiple (one or more) trades involving methods and techniques necessary to analyze construction or reconstruction projects to determine acceptable costs. Inspections include carpentry, roofing, plumbing and irrigation, air conditioning, heating and ventilating systems, glazing, electrical, painting, and locksmithing work. Incumbents typically apply engineering concepts and mathematics to figure the most economical construction or installation procedures. Incumbents perform estimating of general construction or reconstruction work that requires journey level knowledge and skills in multiple (one or more) trades.

EMPLOYMENT STANDARDS**Knowledge of:**

Principles, practices, tools, equipment, and materials used in the construction and building maintenance trades involving such work as carpentry, painting, heating, ventilation and air conditioning systems, electrical systems, plumbing, and locksmithing.

Applicable building codes, ordinances fire and handicap requirements, regulations and safety precautions.

Methods and requirements of maintaining, repairing, altering, and improving school buildings, grounds and equipment.

Shop mathematics for construction and maintenance trades.

Recordkeeping and report preparation techniques.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Ability to:

Analyze construction or reconstruction projects to determine acceptable costs.

Prepare sketches and diagrams.

Read and work from architectural and engineering plans and blueprints, sketches, drawings, and specifications.

Maintain records and prepare reports related to assigned activities.

Operate a computer and assigned software to enter data, maintain records and generate reports.

Maintain current knowledge of industry trends and laws, codes, rules and regulations related to assigned activities.

Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Maintain routine records and prepare reports.
Prioritize and schedule work.
Meet schedules and timelines.
Operate a District vehicle observing legal and defensive driving practices.

Education and Training:

Graduation from high school or equivalent. Coursework in construction management is desirable.

Experience:

Four years of journey-level experience in one of the building trades, preferably in an educational or public agency.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Positions in this class require possession of a valid California class C driver's license.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.

WORKING ENVIRONMENT

Indoor and outdoor environment.
Seasonal adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Climbing and descending scaffolding and ladders.

Sitting, walking or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Walking over rough or uneven surfaces.

Crawling in attics, under floors and in tight spaces.

Dexterity of fingers and hands to operate a computer.

Hearing and speaking to exchange information in person or on the telephone

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 3/2/2000

Revised: 2/9/2006

Revised: 10/12/2017