CITY OF HOUSTON
JOB DESCRIPTION

Job Code: 528.9

Job Title: **ESTIMATOR**

Pay Grade: 17

GENERAL SUMMARY:
Assures the accuracy of information reported by inspectors and verifies reports to determine estimated payments to contractors.

RESPONSIBILITIES:

- Prepares, processes and maintains documentation on monthly payment estimates and monthly progress payments to contractors. Prepares final estimates for acceptance and final payments.
- Resolves problems among contractors regarding estimated payments.
- Evaluates and maintains project records and as-built drawings from inspectors' daily reports.
- Records notes on payments of lump sum contracts, including updates on time extensions and change orders.
- Receives records and routes and maintains contract submittal files including RFIs, RFPs and changes orders.

SPECIFICATIONS:

KNOWLEDGE:
Requires an Associate's degree in construction technology, accounting, finance or a closely related field.

EXPERIENCE:
Two years of journey-level experience in the construction, plumbing, electrical or construction inspection field with working knowledge of construction costs or experience in finance, accounting, estimating or material takeoff in the construction field are required.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

SPECIFICATIONS:

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Estimator

Effective Date: October 1990
Revised Date: September 1999