



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 546.8

Job Title: **ESTIMATOR – FLEET COLLISION REPAIR**

Pay Grade: 17

### **GENERAL SUMMARY:**

Assures the accuracy of damages reported and verifies reports to determine estimated payments or costs to repair vehicles and equipment.

### **RESPONSIBILITIES:**

- Performs estimates on damaged City of Houston vehicles and equipment through visual inspection or photos.
- Communicates and responds to inquiries from departments (including City Legal).
- Inputs and maintains records utilizing various estimating software applications.
- Prepares and submits various estimation reports for accident reviews.
- Resolves problems among contractors regarding estimated amounts or payments.
- Records notes on payments of lump sum contracts, including updates on repair extensions and change orders.
- Acts as the department liaison when meeting with various vendors and departments on estimation reports.
- Testifies in court (as requested) in support of estimates.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED certificate and up to 18 months of education or training in vehicle or equipment repair estimation.

**Certifications/License:** Requires a valid I-CAR or Automotive Service Excellence (ASE) certification in Damage Analysis and Estimating or Collision Repair and Refinishing. A valid Texas driver's license and compliance with the City of Houston's policy on driving is required.

#### **EXPERIENCE:**

Three years of vehicle damage appraisal experience are required. Vehicle damage appraisal experience may be substituted for the education requirement on a year-for-year basis.

#### **COMPLEXITY:**

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

## **SPECIFICATIONS (continued):**

### **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.

### **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 – Fleet Collision Repair

*Effective Date: February 2016*