



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 523.5

Job Title: **ELECTRICAL ESTIMATOR**

Pay Grade: 23

### **GENERAL SUMMARY:**

Prepares cost estimates of electrical projects for City of Houston buildings, facilities and/or traffic signal systems.

### **RESPONSIBILITIES:**

- Prepares electrical estimates for various departments.
- Designs and prepares schematics.
- Reviews, analyzes, designs and prepares feedback on plans and specifications of equipment, installations and systems to monitor quality control.
- Designs, supervises and inspects in-house construction of electrical installations.
- Prepares and maintains various technical records, books, charts, etc.
- Troubleshoots electrical controls.
- Researches data for new construction and remodeling.
- Coordinates and manages maintenance of electrical installations to enhance function ability.
- Inspects field locations to determine type and secure placement of equipment for installation.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school degree or a GED certificate. Requires successful completion of an apprentice electrician program approved by the Bureau of Apprenticeship and Training or the equivalent as recognized by the Electrical Safety and Licensing Advisory Board.

#### **EXPERIENCE:**

Five years of journey-level experience in installation, construction and maintenance of electrical systems and equipment are required.

A Bachelor's degree in Electrical Engineering may be substituted for two years of the experience requirement.

#### **CERTIFICATION/LICENSE:**

A valid State of Texas Journeyman Electrician License is required.

Must have a valid Texas driver's license and comply with the City of Houston's policy on driving. May require a valid Commercial Driver's License (CDL).

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **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 citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

## **MISCELLANEOUS:**

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

## **JOB FAMILY:**

Electrical Estimator

*Effective: October 1990*

*Revised: September 2004*