



Code: 9408
Family: Construction, Maintenance, and Skilled Labor
Service: Labor
Group: Non-Competitive
Series: Semi-Skilled Labor

CLASS TITLE: LABORER AS ESTIMATOR

CHARACTERISTICS OF THE CLASS

Under immediate supervision, prepares cost estimates for personnel and material expenses used in construction projects, and performs related duties as required

ESSENTIAL DUTIES

- Receives and processes work orders for new service and/or repair requests
- Calculates cost estimates for personnel, production time, and material expenses in accordance with departmental policies and procedures
- Reads blueprints and technical documents in order to assist in the preparation of estimates
- Compiles cost data and updates spreadsheet to outline estimates
- Collaborates with Engineers and Foreman to discuss formulated estimates and resolve issues
- Compares finished cost estimate with estimate prepared by Engineering Section in order to reconcile discrepancies
- Collects and compiles data from multiple sources and departments to bill and recover funding and/or for inclusion in the annual budget
- Maintains database to track, monitor, and report historical project costs
- Identifies and analyzes construction processes in order to identify efficiencies and cost reductions

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of work experience estimating costs for construction projects; or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *principles, methods, and procedures applicable to construction cost estimating
- *construction equipment and materials
- *applicable computer software packages and applications (e.g., Excel)
- applicable federal, state, and local laws, statutes, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- *MATHEMATICS – Use mathematics to solve problems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- COMPARE AND RECOGNIZE DIFFERENCES - Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns (includes comparing a presented object with a remembered object)

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2018