

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 20
Fiscal Year: 2017/2018
Posted Date: 01/29/2018
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	6315	Cost Estimator

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Cost Estimator
Job Code: 6315**

DEFINITION

Under general direction, responsible for developing cost estimates and proposals for a broad-range of construction, renovation, repair, installation, and maintenance of public buildings and facilities.

DISTINGUISHING FEATURES

6315 Cost Estimator is distinguished from the 6318 Construction Inspector in that the latter has the responsibility for monitoring and inspecting the in-progress work of contractors and ensuring compliance with plans, specifications and schedules, whereas the former is responsible for conceptual and final cost analysis.

SUPERVISION EXERCISED

None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Prepares cost estimates and contract specification for a variety of construction, renovation, repair, installation and maintenance projects of public buildings and facilities.
2. Analyzes and compiles estimate data that impact the cost of labor, materials, equipment and other factors to ensure an accurate estimate; evaluates and recommends construction methods and materials.
3. Reviews drawings, specifications and cost history; confers with craft supervisors, field operations, managers and consultants to include in final project estimate/proposal.
4. Prepares reports and maintains detailed cost estimate records related to construction projects.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Cost estimating principles, practices and techniques related to building, industrial facility, grounds and public right of way construction across a broad-range of construction crafts/trades; building materials, their uses and limitations; and applicable codes, laws and ordinances and safety regulations.

Ability and Skill to: Prepare and develop accurate cost estimates and proposals; compile data and do a variety of calculations; conduct field observations and make recommendations related to construction materials, methods and equipment; analyze and evaluate information and develop plans, specifications and comprehensive reports; read and interpret blueprints, schematic and shop drawings; organize and coordinate work flow; communicate clearly, both orally and in writing; establish and maintain effective work relationships with all levels of personnel, contractors and consultants.

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DEPARTMENT OF HUMAN RESOURCES**

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MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

Four (4) years of experience in commercial, industrial or residential construction, which must include a minimum of two (2) years in cost estimating.

License and Certification:

Possession of a valid California driver license.

Substitution:

Possession of an associate's degree in construction management, architecture or engineering from an accredited college or university may substitute for up to two (2) years of the required commercial, industrial or residential construction experience. This cannot substitute for the two (2) years of cost estimating experience.

Possession of a General Contractor's License from the State of California and three (3) years of cost estimating experience in the construction industry may substitute for the required experience.

PROMOTIVE LINES

ORIGINATION DATE: 02/XX/2018

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN