

City of New York
DEPT OF DESIGN & CONSTRUCTION
Citywide Job Posting Notice

Civil Service Title: Senior Estimator (GC)	Level: 00
Title Code No: 20127	Salary: \$63,074/\$72,535-\$91,347
Business Title: Project Manager	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Public Buildings /Various	Number of Positions: 3
Job ID: 262366	Hours/Shift: 35 hours
Job Description	
<p>The Department of Design and Construction, Division of Public Buildings seeks Sr. Estimator to work within various Units. The candidates will perform technical work of ordinary difficulty in an architecture setting: make drawings from complex data with or without sketches; extract data from various sources, e.g., manuals, standard reference guides, field notes, reports, etc., and apply well defined methods and principles; assist in various design/construction administration activities and prepare scope for purchasing of required equipment and materials; read and interpret complex drawings involving an unusual projection, check for errors; and make inspections of complex installations to ensure conformance with plans.</p>	
Minimum Qualification Requirements	
<p>1. Eight years of full-time satisfactory experience in general construction estimating and a four- year high school diploma or its educational equivalent; or</p> <p>2. A four-year high school diploma or its educational equivalent and a combination of the following sufficient to equal a total of eight years of experience, at least two years of which must be general construction estimating experience:</p> <p>a) Full-time satisfactory experience in civil engineering, architecture or construction can be substituted for construction estimating experience on a year-for-year basis.</p> <p>b) Education in civil engineering or architecture, leading to a Bachelor's degree in civil engineering or architecture, respectively, can be substituted for up to four years of required experience on the basis of 30 semester credits for one year of acceptable experience.</p>	
Preferred Skills	
<p>Preference will be given to candidates with at least three years of supervisory experience in general construction, and proficiency in Microsoft Office.</p>	
Residency Requirement	
<p>New York City Residency is not required for this position.</p>	
To Apply	
<p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers and Search for Job ID #262366.</p> <p>For all other applicants, please go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 262366.</p> <p>Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.</p>	
Posting Date: 09/20/2016	Post Until: Filled

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