

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

Civil Service Title: Estimator (GC)	Level: 00
Title Code No: 20122	Salary: \$53,134/\$61,104-\$79,726
Business Title: Estimator	Work Location: 30-30 Thomson Ave LIC, NY
Division/Work Unit: Program Management/Project Controls-Cost Estimating	Number of Positions: 3
Job ID: 272609	Hours/Shift: 35 Hours
Job Description	
<p>Only candidates who are permanent in the Estimator (General Construction) or those who can provide proof of successful registration for the May 2016 Open Competitive Exam(Exam#6050) may apply. Failure to do so will result in your disqualification.</p> <p>The Estimating/Bid Disposition Unit seeks General Construction Estimators. The selected candidates will be responsible for technically qualifying bidders for contract awards; analyzing General Construction, Plumbing/HVAC and Electrical bidders, lump sum bid breakdown submissions, including engineering estimates and construction specifications, processing contractors Bid Dispositions; and scheduling all pre-award meetings with apparent low bid contractors and city personnel; knowledge of the Timberline Estimating program used to prepare budget estimates for new constructions; generate estimates; and negotiate and process change orders is a plus.</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	
Candidates must have excellent organizational, interpersonal, judgmental, written and oral communication skills, knowledge of Procurement Policy Board rules; and strong contractor cost negotiations skills and experience.	
Residency Requirement	
New York City Residency is not required for this position	
To Apply	
For City Employees, please go to Employee Self Service (ESS) , click on Recruiting Activities/Careers and Search for Job ID #272609.	
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 # 272609	
Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.	
Posting Date: 11/21/2016	Post Until: Filled

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