SENIOR ENGINEERING PLANNER/ESTIMATOR

DEFINITION

Under direction of Facilities Planning Manager, responsible for multiple on-going maintenance and building contracts in the District. Reviews, evaluates and recommends methods, materials, and procedures; preparing engineering sketches and specifications and estimating material, labor costs and physical resource requirements for work orders and contracts. Responsible for the activities of other persons assigned to the drafting/surveying activities of Central Maintenance.

REPRESENTATIVE DUTIES

Received and examines work order requests for maintenance repair, alteration and new construction to be performed by Central Maintenance skilled crafts and trades shops; determines legality of performing requested work according to applicable regulations and established policies; determines economic feasibility and skill level requirements; determines methods of accomplishing tasks, including final estimates for decision/planning, labor, material, equipment and funds for scheduling. Works closely with District Office administrators, college deans and other staff in the preparation and development of maintenance and construction projects; recommends alternate solutions to appropriate authority when work order requests are not in compliance with established procedures or are not within economic guidelines. Determines accuracy of drawings submitted and/or prepares necessary shop drawings/sketches; develops estimated labor, materials and equipment lists by shop, determining material/equipment requirements for purchase/sale; participates in and prepares estimates for the planning of purchase/lease; participates in and prepares estimates for the planning of maintenance, alteration and new construction requirements for contract projects. Prepares contract specifications and assists in the bidding and quoting process for contracted projects. Inspects District facilities and utility systems for both in/district and contracted projects and identifies work requirements against District assets to determine the labor, material and funds necessary to support this work. Upon completion of all project requirements (Central Maintenance force or contract) updates and maintains the plans and drawings of the District. Serves as liaison with federal, state and local agencies relative to building codes, environmental health, and hazardous materials program; performs minor drafting tasks for working drawings and as-builts on projects involving Central Maintenance craftspersons and contractors; maintains District archives for all blueprints on Computer Assist Design (CAD) program.

QUALIFICATIONS

EXPERIENCE

Five years of experience as a journeyperson or three years as an estimator or planner in the building trades.

EDUCATION

Successful completion of a two-year mechanical engineering technology program or equivalent, or completion of appropriate apprenticeships.

SPECIAL REQUIREMENTS

Possession of a valid California driver's license.
KNOWLEDGE OF

Modern practices, processes and materials pertaining to the maintenance, repair and operation of building, utility systems, building trades and building materials used in maintenance, repair, alteration and new construction; local and state building codes and fire and safety regulations; time estimating techniques, including use of engineering performance standards; procedures for researching and identifying construction materials; computer assisted design systems and specialized tools and instruments of trades relating to Central Maintenance.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; prepare work instruction sheets for craftsperson and work schedules for each shop (craft or trade) involved in the project, and provide standard time for performance estimates for each shop (taken from experience and/or work measurement standards when available). For large or complex projects affecting multi-trades, prepare a network plan using control techniques to tie in all related phases of the work. Prepare materials and equipment estimates identifying materials using manufacturers' catalogs; determine manufacturers and local sources for the benefit of purchasing agents; determine substitutes when necessary; write specifications involving numerous trades following the federal and state building, fire, and safety codes; research technical data for installations involving upgrading of facilities, equipment, and systems.