SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Planner/Estimator/Inspector (General)	**REPORTS TO:**	Planned Projects Supervisor
DEPARTMENT:	Maintenance and Operations	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**SALARY GRADE:**	054 OSS
REVISED:	March 20, 2002		

BASIC FUNCTION:

Plan and estimate projects involving maintenance, alterations, repair, and capital outlay work; conduct required inspections to ensure conformance with plans and specifications.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Visit sites requesting service to determine needs; gather necessary information; and develop plans to complete the project. **E**

Prepare specifications on labor, scope of work, and material quality in accordance with building codes and state and local requirements. **E**

Prepare shop drawings and/or sketches in conjunction with the architect's office. **E**

Estimate labor and material requirements and determine an appropriate job sequence plan using a variety of estimating practices, standards, and manuals. **E**

Prepare bill of materials for each project, including description, quantity, specifications, and cost. **E**

Compute estimated total cost in order to determine availability of funds. **E**

Prepare work and timetable schedules; monitor progress of projects, conduct inspections, and report to unit supervisor. **E**

Act as a district inspector for various maintenance and construction projects accomplished by vendors and contractors. **E**

Assist in the evaluation of proposed capital outlay projects, recommend priorities, and prepare justification.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to completion of a recognized apprenticeship training program **in carpentry** and three years of recent, full-time, paid, progressively responsible experience as a journey-level or lead construction trade worker, preferably including estimating experience for general construction trades including carpentry, painting, roofing, electrical, plumbing, heating, and grounds. Four years of diversified experience may be substituted for the training requirement.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
State-of-the-art methods, equipment, materials, and practices used in construction and maintenance trades.
The relationships between building trades.
Applicable building codes.
Pertinent safety regulations.
Oral and written communication skills.

ABILITY TO:
Estimate material and labor costs.
Detect construction deviations such as inferior materials or workmanship.
Prepare shop drawings and specifications.
Read, understand, and interpret engineering drawings and specifications.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor setting; maintenance and construction sites; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally, and climbing ladders, stairs, and scaffolding to make inspections; lifting light objects.

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