

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice

Civil Service Title: Estimator (Mechanical)	Level: 00
Title Code No: 20123	Salary: \$48,126.00 - \$72,212.00
Office Title: Estimator Mechanical	Work location: 1 Centre St., N.Y.
Division/Work Unit: Engineering Services	Number of Positions: 1
Hours/Shift: Day	

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire an Estimator (Mechanical) to work within the Division of Facilities Management and Construction's (DFMC), Estimating Unit for capital projects. The candidate's duties will be to:

- Perform mechanical estimating work of moderate difficulty
- Review of contractor and design consultant estimates for accuracy and completeness
- Evaluate construction change order proposals
- Conduct field inspections to arrive at fair and reasonable values for negotiations of proposals
- Evaluate line item estimates of cost to establish reasonable values for payment
- Review contract documents comprised of drawings and specifications to arrive at estimates of value(s)
- Assist in the pricing and the forecast of cost trends and factors

Qualification Requirements

1. A four-year high school diploma or its educational experience and six years of full-time satisfactory experience in mechanical estimating work of which two years shall have been full-time mechanical estimating experience involving heating, ventilating, air conditioning, or plumbing in the building construction field; or
2. Education and/or experience equivalent to "1" above. Undergraduate college credit can be substituted for experience on the basis of 30 credits leading to a baccalaureate degree from an accredited college in mechanical engineering or mechanical engineering technology for one year of experience, up to a maximum of four years of acceptable experience. However, all candidates must have a four-year high school diploma or its educational equivalent and two years of full-time satisfactory mechanical estimating experience involving heating, ventilating, air conditioning, or plumbing in the building construction field.

Must be able to understand and be understood in English.

Essential Skills

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/006939. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.**

Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 10/16/2009	Post Until: 12/16/2009	JVN: 868-2010-006939
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The City of New York is an Equal Opportunity Employer.