



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR CONSTRUCTION ESTIMATOR

Class Code: 3347

Open Date: 02-06-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$75,898 to \$110,998

NOTE:

1. Candidates from the eligible list are normally appointed to vacancies in the lower salary range positions.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Senior Construction Estimator assigns, reviews and evaluates the work of a group of technical employees engaged in making cost estimates for the construction, alteration, and maintenance of City buildings and facilities; for the remodeling, replacement, and moving of private buildings as a result of public improvements, or for repair of wharves and piers at City harbor facilities; performs the more difficult work; applies sound supervisory principles and techniques in building and maintaining an effective workforce, and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Two years of full-time paid experience with the City of Los Angeles as a Construction Estimator or in a class at that level, making cost and quantity estimates for the construction, alteration, and maintenance of large buildings or other public works improvements, under the Uniform Building Code or Los Angeles City Building Code; or
2. Four years of full-time paid experience, gained outside of the City of Los Angeles, making civil and structural cost and quantity estimates for large type I, II, III, IV, and V buildings or other public works improvements under the Uniform Building Code or Los Angeles City Building Code.

NOTES:

1. **In addition to the regular City application, each applicant is required to submit the Senior Construction Estimator Qualifications Questionnaire at the time of filing. The Senior Construction Estimator Qualifications Questionnaire is located within the Supplemental Questions Section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.**
2. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement has been met.
3. A valid California driver's license is required prior to appointment. Candidates will be disqualified and not eligible for hire if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
4. Applicants wishing to be considered for the selective certification must attach a copy of either their Certified Professional Estimator (CPE) certificate or Certified Cost Professional (CCP) certificate to the online application at the time of filing. The certificate must be attached to the online application BEFORE the application is submitted. If the certificate is attached AFTER the online application has been submitted, it will not be available to the City and applicants WILL NOT be credited with having submitted the certificate. Applicants who fail to submit the applicable certificate at the time of filing by attaching it to the online application will not be considered for the Selective Certification.

SELECTIVE CERTIFICATION

In accordance with Charter Section 1010 (b) and Civil Service Commission Rule 5.31, selective certification will be used for some positions that require special skills and/or training in one or more of the following areas. Only persons possessing the following may be considered for appointment to fill such positions.

1. Only persons possessing Certification by the American Society of Professional Estimators as a Certified Professional Estimator (CPE); or
2. Certification by the American Association of Cost Engineers as a Certified Cost Professional (CCP).

WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications and Qualifications Questionnaires must be received by THURSDAY, FEBRUARY 19, 2015.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Los Angeles City Promotional applicants

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who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from February 6, 2015 in the event that additional applicants need to be tested to meet hiring needs.

QUALIFICATIONS REVIEW

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Senior Construction Estimator may be evaluated based on the candidate's responses to the Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of a Senior Construction Estimator based solely on the information submitted for qualifications review will continue in the selection process.

SELECTION PROCESS

Examination Weight: Interview. 100%

Your examination score will be based entirely on an evaluation of your professional and personal qualifications by interview. In the interview, emphasis will be placed on an evaluation of the nature and adequacy of your experience and training as they provide the background needed to perform the essential job duties of a Senior Construction Estimator, including knowledge of: practices and methods used in the construction, alteration and maintenance of various structures, including structural and architectural facilities, streets and public utilities, and remodeling, replacement and relocation of private buildings; the cost of materials used in the construction, maintenance, alteration and repair of a variety of buildings, streets, public utilities, and electrical, electronic, and mechanical installations; methods and practices used to estimate material and labor costs, including the use of computer programs to perform estimates; effects and impact of change orders; supervisory principles and practices, including planning, assigning, scheduling, reviewing, training and counseling subordinate personnel; pertinent City and Personnel Department rules, policies, and procedures, including Equal Employment Opportunity; and the ability to evaluate contract change orders; conduct cost analysis of completed jobs; direct and coordinate the work of groups of professional and technical employees engaged in construction estimating activities; communicate orally with others on job-related matters in a clear and effective manner; deal tactfully and effectively with other employees, the public, and contractors in the negotiation of change orders; and other necessary skills, knowledge, and abilities.

Additionally, the interview board will consider the information in the candidate's Qualifications Questionnaire in their overall evaluation of the candidates' qualifications. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidate on the day of the interview will not be accepted for presentation to the interview board.

Candidates will be notified by e-mail of the date, time and location of the interview, which will be held in Los Angeles. It is anticipated that the interviews will begin during the period of **APRIL 13, 2015 to APRIL 24, 2015.**

NOTES:

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verity_disability.pdf.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. A final average score of 70% is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit at the rate of 0.25 of a point for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
6. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
7. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidate's City application by the Personnel Department staff to ensure that the minimum qualifications have been met.

NOTICE:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND OPEN COMPETITIVE BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.