Planner/Estimator

Job Code 00007240

General Description
Responsible for planning, designing, estimating, directing, scheduling and coordinating activities for campus facilities renovation and maintenance projects to ensure objectives are met within prescribed time frame and funding parameters.

Examples of Duties
Plan, design, schedule and estimate various requests for projects such as facility modification/renovation, small construction jobs or major maintenance.
Perform or oversee the performance of maintenance and repairs to facilities and equipment.
Evaluate and make recommendations on facility conditions, renovations, repairs.
Analyze project requests.
Prepare cost estimates for projects.
Develop specifications for goods and services by researching vendor data and referencing applicable codes, regulations and standards.
Inspect work performed on facility modification/renovation, small construction jobs or major maintenance to ensure that work has been properly executed to specifications.
Coordinate construction and renovation activities of Facilities Department craft employees.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: construction trade standards, codes, regulations, and laws; university standards and construction materials; CADD software; engineering practices and principles; basic math.
Skill in: interacting courteously with often hostile members of the public; mediating disputes among others; establishing rapport with a variety of clients; working as a team member; building trades software.
Ability to: read and interpret contract documents, technical manuals, complex schematics, blue prints and other instructions; identify poor workmanship; prepare clear, concise, grammatically accurate documentation and correspondence; communicate effectively.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012