

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9401

HANDYMAN ESTIMATOR

NATURE OF WORK

This work involves performing estimates for the repair and maintenance to privately owned homes and buildings as part of a federal grant. The work to be performed as a result of the estimates is journey level work, in one of the building trades such as plumbing or carpentry. An incumbent in this position exercises considerable independence in the performance of duties and receives general guidance from a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Inspects project sites to determine the type and extent of repair or maintenance work needed.

Compiles lists of tasks to be performed, the materials required, and the estimated costs involved, both for labor and materials.

Compiles records and prepares reports of work to be completed.

Remains abreast of material and labor costs for projects by tradespeople such as carpentry, plumbing, and painting.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the methods, materials, tools, and equipment used in the building trades.

Knowledge of the safety hazards and the safety precautions required in the building trades.

Ability to make accurate repair and maintenance estimates.

Ability to compile reports of project estimates, including work to be performed and the material and labor costs involved.

Ability to communicate effectively with prospective clients, fellow employees, and the public.

Ability to remain abreast of changing costs in building materials and home repair labor.
Ability to understand written and oral instructions.

Ability to reach, balance, bend, stoop, squat, kneel, crouch, crawl, stand, and walk for up to four hours per day and to climb up to two hours per day or more.

Ability to use up to twenty pounds of force frequently and lesser amounts constantly to move objects.

EDUCATION AND EXPERIENCE

Four years of experience of journey level building and maintenance work involving at least two of the building trades, at least two years of which must have been in an estimator capacity.

SPECIAL QUALIFICATIONS

Must possess a valid motor vehicle operator's license.

WORKING CONDITIONS

Work may be performed indoors or outdoors in all weather conditions, in high places or confined spaces, in conditions of above average levels of humidity, fumes, dust, mist, gases, and poor ventilation.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer
Calculator
Copier
Telephone
Automobile