

Title:	Effective Date:	Grade:	Job Category:
<b>Estimator</b>	June 14, 2025	XII	Technician
Prior Title:	Prior Effective Date:	Grade:	Page:
Transitioned from func. to appropriated title			1 of 1

***CHARACTERISTICS OF WORK***

Under general supervision, this position is responsible for reviewing project plans, specifications, and proposal documents for construction projects meeting state and/or federal requirements.

***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Produce preliminary opinions of probable construction costs and construction durations.
- Produce cost and time estimates for construction projects to be used as the Engineer's Estimate and as a basis of awarding a project that has been bid.
- Review plans and specifications throughout the preconstruction phases of a project and provide input regarding constructability or possible design changes that could produce cost savings.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to an associate's degree in mathematics, computer science, accounting, engineering or related field from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school plus two years of related experience.

Knowledge, skills and abilities: Ability to communicate effectively both orally and in writing. Working knowledge of highway construction operations. Basic understanding of statistics and mathematics. Working knowledge of Microsoft Word, Excel, Access, and Outlook. Attention to detail.

Working conditions: Office environment.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*