

Title: Advanced Estimator	Effective Date: June 14, 2025	Grade: 14	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 2

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for reviewing and training others in 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.
- Communicate assumptions carried within the Department's cost per mile sheet.
- Maintain data to be used as the basis of the Department's cost per mile sheet.
- Evaluate design models for earthwork quantities using current CAD software.
- Estimate pavement quantities using approved pavement designs.
- Interpret regression equations of cost versus quantities.
- Estimate unit prices based on a Cost Plus Estimating model.
- Formally document assumptions carried in the preliminary estimates.
- 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.
- Document basis of estimated unit prices used in the Engineer's Estimate.
- 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.
- Provide training and mentoring to lesser experienced team members.

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. Experience of a progressively more complex nature in reviewing project plans, specifications, and/or proposal documents for construction projects.

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. Thorough knowledge of AASHTOWare Project Estimation Module Software.

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.)