Title:	Effective Date:	Grade:	Job Category:
Estimates Analyst	November 19, 2024	13	Technician
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CHARACTERISTICS OF WORK

This position is responsible for ensuring that accurate and complete final estimates are prepared for the State Construction Engineer's approval and that the estimates are supported by proper documentation prepared and submitted by the Resident Engineer.

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.

- Assure that each item of work established in the contract is accounted for in the final estimate.
- Analyze required documentation, compare the plans and changes ordered against what was actually built, identify discrepancies and advise corrective measures.
- Report multi-project jobs for allocations of funds.
- Precheck major work items.
- Recommend adjustments or changes in review procedures or office routines.
- Enforce uniform audit standards regarding review of source records and preparation of final estimate report.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school.

Knowledge, skills and abilities: Mathematical skills through elementary algebra and trigonometry. Working knowledge of the major elements in a highway construction project. Working knowledge of Microsoft Word, Excel, and Access software and the use of Microsoft Windows operating system. Proficient knowledge of SiteManager and Earthwork Quantity Calculation software. Thorough knowledge of the Standard Specifications for Highway Construction. Attention to detail. Ability to communicate effectively both orally and in writing. Ability to organize, prioritize and multi-task. Ability to interpret and apply Department policies and procedures.

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.)