

Title: Estimates Technician	Effective Date: June 24, 2017	Grade: VIII	Job Category: Technician
Prior Title: Estimates Technician, Advanced Estimates Technician	Prior Effective Date: May 11, 2012	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the collection and detailed review of documents and calculations supporting contract pay items in final estimates to ensure correctness and proper documentation of final pay quantities.

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.

- Review and verify field source documents, computerized data, and calculations for accuracy.
- Gather information from field or central files that is required to complete the final estimates.
- Verify that contract days, whether charged or not charged to the contractor, are in accordance with contract specifications and Department policy.
- Perform mathematical calculations relating to contract quantities and determine reasons for variations from planned quantities, if any.
- Consult with other office personnel and appropriate field personnel to assess correctness and validity of job information.
- Summarize information and assemble into a final document in accordance with established procedures.
- Assist with special projects as requested.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to read and interpret construction plans and specifications. Mathematical skills through elementary algebra, geometry, and trigonometry. Familiarity with the use of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Familiarity with electronic construction project documentation software desired.

("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.)