

Missouri Department of Transportation

Code: R05758

Title: Estimator

Exemption Status: Non-Exempt

Grade: 9

Job Description

Effective Date 07-01-2022

**Replaces
(Effective Date)** 03-01-2021

General Summary The estimator prepares the final engineer's estimate for roadway projects of lesser complexity. Responsibilities are performed under moderate supervision.

**Minimum/Required
Qualifications** Bachelor's degree in Engineering from an ABET-accredited college or university curriculum.
Four years of experience in highway or transportation engineering.

**Supervisory
Responsibilities** None

Location Central Office - Design

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide or out-of-state, overnight travel.

Examples of Work

- (1) Prepares final engineer's estimates for projects of lesser complexity to reflect fair market value.
- (2) Reviews bids, compares cost estimates, checks for discrepancies, unbalancing, and bid errors, and prepares written documentation concerning these items for presentation to management.
- (3) Reviews plans, proposals, specifications, and job special provisions.
- (4) Answers requests from contractors, districts, management, and others concerning bid opening, estimating, specifications, site conditions, production rates, working days and other aspects of highway projects.
- (5) Maintains current state and federal labor rates by county, equipment rental rates, material supplier information, production rates, and working day schedules for use in development of projects and estimates; maintains historical project cost files.
- (6) Assists with revisions to department manuals, policies, and procedures.
- (7) Gathers information for reports for management regarding bid history, bidding trends, and prospective future cost for projects.
- (8) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise

disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.