Missouri Department of Transportation Job Description

Job Title: Estimate and Review Engineer

Title Code: R05010

Salary Grade: 11

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central Office – Design

Effective Date: 11-01-2026

Replaces (Effective Date): 04-01-2026

General Summary

The estimate and review engineer oversees preparation of highway construction bidding documents, ensures plans meet current design standards and practices; also oversees final projects estimates, ensures they reflect fair market value, compares the results to bids received, and makes recommendations to upper management during bid letting. Incumbents serve as a resource for cost, final design, contract administration, and contractor-related issues. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's degree in engineering from an ABET-accredited college or university curriculum**.**
- Licensed as a Professional Engineer in the State of Missouri.
- Six years of experience in highway or transportation engineering.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide and out-of-state, overnight travel.
- This title requires advanced accreditation or licensure which is only available to holders of specific postsecondary degrees.

Examples of Work

1. Schedules, prioritizes, and assigns work to project reviewers and estimators; provides training and development, and recommends employment of staff when vacancies occur.

2. Performs final reviews and oversees preparation of all bidding documents and final estimates; implements necessary corrections and updates to plans and specifications prepared by district personnel, consulting engineer firms, and other divisions prior to advertising the project and ensures fair market value of department projects is reflected in final estimates.

3. Analyzes bids and makes recommendations for award or rejection.

4. Prepares and reviews reports on department bid openings and other bidding and contracting-related issues.

5. Serves as a technical resource for final project design details, scheduling and incentive/disincentive clauses.

6. Ensures bidding and bid openings meet legal requirements.

7. Serves as the department's representative on national estimating committees and associations.

8. Answers requests from contractors, districts, management, and other personnel concerning bid openings, estimating, specifications, innovative contracting, production rates, and working days.

9. Performs supervisory responsibilities.

10. Performs other responsibilities as required or assigned.