

# Missouri Department of Transportation Job Description

**Job Title:** Estimator

**Title Code:** R05758

**Salary Grade:** 9

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office – Design

**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.

## **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.