

Title: Advanced Estimates Technician	Effective Date: May 11, 2012	Grade: IX	Job Category: Technician
Prior Title: Advanced Estimates Technician	Prior Effective Date: August 24, 2007	Grade: IX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Estimates Supervisor, this position is responsible for the detailed review of field records supporting contract pay quantities, time charges, force account and other elements affecting final payments to the Department's construction contractors.

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 State Highway and Transportation Department is an "at will" employer.

- Review and verify source documents supporting the quantities of each pay item in a contract.
- Ensure that the methods of measurement and the basis for payment on each item are in accordance with the contract specifications.
- Verify that contract days charged to the contractor, and days not charged, 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.
- Assist Estimates Supervisors and Section Head as requested in special situations.
- Review and verify accuracy of computertized data and calculations.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Minimum of two years as Estimates Technician and/or three years of acceptable field experience. Ability to read and interpret highway construction plans and specifications. Mathematical skills through elementary algebra. Working knowledge of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Working knowledge of SiteManager and Earthwork Quantity Calculation software.

("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.)