

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

CHARACTERISTICS OF WORK

This position is responsible for the collection and checking 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 State Highway and Transportation Department is an "at will" employer.

- Review and verify field source documents for valid information and correct calculations.
- Gather information from field or central files that is required to complete the final estimates.
- Summarize information and assemble into a final document in accordance with established procedures.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to read and interpret construction plans and specifications. General mathematical skills. Familiarity with the use of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Familiarity with SiteManager 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.)

