

# Missouri Department of Transportation

Code: R05037

Title: Senior Estimator

Exemption Status: Exempt

Grade: 17

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## Job Description

<b>Effective Date</b>	12-01-2016
<b>Replaces (Effective Date)</b>	04-01-2006
<b>General Summary</b>	The senior estimator prepares the final engineer's estimate for roadway projects of any complexity. Responsibilities are performed under moderate supervision.
<b>Minimum/Required Qualifications</b>	Bachelor's Degree: Civil Engineering Five years of experience in highway or transportation engineering.
<b>Supervisory Responsibilities</b>	Lead Worker Only
<b>Location</b>	Central Office - Design
<b>Special Working Conditions/Job Characteristics</b>	Job requires occasional, statewide or out-of-state, overnight travel.

## Examples of Work

- (1) Prepares final engineer's estimate for roadway projects of any complexity to reflect the fair market value of project costs statewide.
- (2) Conducts in depth bid reviews by comparing bids to the final engineer's estimate and analyzing bids for errors/unbalanced bid items; provides management and the Commission with written documentation, bid analysis reports, and recommendations to be used in the award/reject determination process.
- (3) Facilitates bid openings with design reviewers by preparing bids for public reading and reviewing bids for conformity to the specifications.
- (4) Assists district and design personnel with the development of plans, proposals, specifications, and job special provisions.
- (5) Answers requests from contractors, districts, management and other divisions concerning bid opening, estimating, specifications, site conditions, production rates, working days and other aspects of highway projects.
- (6) Maintains historical project cost databases for cost trend tracking, indexing categorical costs, providing support to districts and planning for future project cost development.
- (7) Prepares reports for management regarding bid history, bidding trends, and prospective future costs for projects.

- (8) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (9) 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.**