

Title: <b>Estimating and Scheduling Administrator</b>	Effective Date: June 17, 2023	Grade: XX	Job Category: Professional
Prior Title: Transitioned from functional to official spec	Prior Effective Date:	Grade:	Page: 1 of 1

### ***CHARACTERISTICS OF WORK***

This position is responsible for the administrative work necessary to develop preliminary, interim, and final estimates for Department construction projects as well as tracking cost savings during the design process and project scheduling.

### ***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 Department of Transportation is an "at will" employer.

- Develop and maintain tools to help analyze data in the development of project estimates.
- Track and analyze contractor’s bids to help anticipate future trends and refine estimating practices.
- Track cost saving protocols in the design process.
- Coordinate with the planning branch in building a tool(s) that aide in the development of STIP project estimates.
- Coordinate and monitor the performance of estimating staff.
- Develop and implement tools to help administrative staff track project development and anticipate workload for project scheduling.
- Help implement updates to the AASHTOWare Project Estimating System.

### ***MINIMUM REQUIREMENTS***

Education and experience: Possession of a current Arkansas license to practice professional engineering. Experience in highway administration or supervisory work.

Knowledge, skills and abilities: Effective leadership and communication skills. Working knowledge of Microsoft Word, Excel, Access, Outlook, and AASHTOWare Project Estimation software. Ability to interpret and apply Department personnel policies and procedures. Ability to research, track and analyze data and forecast trends. Ability to establish and maintain cooperative working relationships with others. Problem solving skills. Attention to detail. Ability to organize, prioritize and multi-task.

Working conditions: Must travel to conferences out of state and infrequently travel within the state.

Licenses, registrations and certifications: Valid driver’s license.