

DESCRIPTION: Under limited supervision, researches and calculates cost information and determines preliminary and final estimates involving construction, utilities, right of way, and engineering costs for various Nebraska Department of Roads (NDOR) construction and maintenance projects, and for city and county projects let to contract by NDOR; nature and scope of estimates will vary based on the types of projects that include paving, grading, bridges, structures, landscaping, traffic signals, lighting and other components of the highway projects; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Prepares construction unit cost estimates for all pay items of work such as labor, materials, supplies, and equipment based on preliminary and final drawings, specifications, and plans using agency and federal guidelines and cost analysis techniques; identifies subcontract and indirect costs.

Reviews and analyzes cost estimates and bid proposals submitted by contracted consultants based on project plans and specifications; prepares data used in monitoring budget and project costs for internal projects.

Completes cost analyses and recommendations at various milestones throughout each project.

Updates cost estimates annually for all long range projects listed within the NDOR highway six-year program book.

Updates cost estimates, as requested, on projects with scope and/or quantities changes; reviews cost estimates for proposed change orders, special provisions, or supplemental agreements presented by contractors.

Enters cost estimate amounts in the NDOR Program/Project Management System; corrects amounts based on funding requirements.

Researches and provides price data used for cost estimations and needs or feasibility studies; creates standard items for estimates, change orders, and supplemental agreements.

Researches and provides cost estimates and cost determination calculations for use in value engineering.

Prepares reports involving contract prices or quantities for other agency divisions and the Federal Highway Administration (FHWA); prepares item lists for contracts and for the summary sheet of engineering plans; prepares project cost estimate documents and reports for submittal to the FHWA.

Identifies cost and bid deficiencies or discrepancies relative to established NDOR cost estimating and engineering policies and procedures; takes appropriate steps or notifies agency management, to resolve.

Offers guidance to designers in preparing quantities and pay items; recommends ideas and advises designers on particular pay items and approaches; provides information to agency staff and customers about pay items and how they are paid.

E57760 – HIGHWAY COST ESTIMATOR (continued)

Attends meetings supplying data to consultants, contractors, and suppliers for cost information evaluations, or determining extent of changes in projects.

Calculates monthly and final payments made to contractors based on bid data and construction progress supplied by agency staff; prepares cost analyses of completed projects.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: design and construction procedures, specifications, and standard plans, and engineering technology; personal computer and/or mainframe computer usage and applications relative to design processes; cost estimating practices; the structure of the Bid Analysis Management System (BAMS); BAMS estimating system; NDOR Design Standards and design policies; NDOR roadway design and construction manuals; Standard Specifications for Highway Construction; federal, state, and local regulations governing construction and environmental plan preparation and issues; financial requirements relative to cost estimating; sources of and pricing methods for various commodities.

Ability to: read and understand engineering plans and specifications; apply basic engineering computation techniques; apply cost estimating procedures; identify and comply with funding requirements; communicate with representatives of vendors and other business organizations and public agencies; use computer systems and applications, including BAMS and SAS to research costs.

Skill in: applying mathematical equations to perform cost estimation calculations; accessing and manipulating numeric data to generate charts, tables, and graphs using computer software within mainframe and personal computer environments.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience in highway or bridge construction involving the reading and interpretation of construction plans and specifications.

OR

Experience preparing highway or bridge design plans and specifications.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).