

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Estimating Administrator

**SERIES NO.:**

8565

**MAJOR AGENCIES:**

Ohio Department of Transportation only

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the Estimating Administrator occupation is to act as administrator for overall operations of Office of Estimating, supervise section supervisors, provide cost estimates to all items of work in order to verify construction bid prices for projects, assign funding codes & analyze bid from statewide projects for collusion detection purposes.

At the administrative level, incumbents act as administrator for overall operations of Office of Estimating, supervise section supervisors, provide cost estimates to all items of work in order to verify construction bid prices for projects, assign funding codes & analyze bid from statewide projects for collusion detection purposes.

**CLASS TITLE:**

Estimating Administrator

**CLASS NUMBER:**

85655

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The administrative level class works under administrative direction & requires thorough knowledge of estimating construction costs & supervision of personnel in order to act as administrator for overall operations of Office of Estimating, supervise section supervisors, provide cost estimates to all items of work in order to verify construction bid prices for projects, assign funding codes & analyze bid from statewide projects for collusion detection purposes.

<b>CLASS TITLE:</b> Estimating Administrator	<b>CLASS NUMBER:</b> 85655	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**  
03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

Acts as administrator for overall operations of Office of Estimating (e.g., oversees/administers preparation of State's Official Engineers' estimate of construction cost for highway improvements & associated items of work, directs estimating staff in regard to revisions of completed estimates, prepares general or specific cost data & resolution of ambiguities, omissions or errors found in plans via estimating process, oversees & directs training of employees involved in estimating activities, during time interval between completion of State Official Engineers' estimate & award contract, resolves questions regarding plan intent, interpretations or deficiencies as directed to Section by Federal Highway Administration (FHWA), material suppliers or contractors or through Ohio Department of Transportation channels, reviews & approves each Ohio Department of Transportation official confidential estimate of construction cost prior to validation by Director of Transportation for use in determining portion of project funding to be borne by various participating agencies or entities, participates in meetings with upper management & representatives of FHWA & highway construction industry to assist in formulation of departmental policy, procedures & implementation of such issues as method of determining number of minority trainees & trainee hours to be allotted for each project, price escalation clauses & revisions to directives dealing with working days & postponement of contract completion dates & coordination of implementation, participates in pre-award discussions with Ohio Department of Transportation upper-management & legal counsel, pre-award interrogation of bidder(s) & pre-construction conferences, analyzes bids received for each project, prepares reports to incorporate result of bid analysis, awards recommendations & pertinent questions for use by Chief Engineers of Highway Design & Construction Administration & Director of Transportation in deliberations relevant to contract award decisions), supervises section supervisors, provides cost estimates to all items of work in order to verify construction bid prices for projects, assign funding codes & analyze bid from statewide projects for collusion detection purposes (e.g., develops & reviews estimating procedures for new pay items & revisions to existing procedures & performs duties of working positions as workload demands).

Answers inquiries from & provides pertinent explanation/recommendations to officials or engineering administrators of other government entities with regard to assigned portion of project expense & revisions in scope of work or technical details to reduce expense; monitors preparation of those portions of estimates that deal with bridges & other major structures; attends meetings of policy committees of highway industries associations to discuss & help resolve details & ramifications of new specification items; bidding requirements & basis of payment; develops recommendations, prepares & gives oral presentations to minority contractors, regarding bidding procedures & requirements, & district administrators & staff members regarding plan details affecting economies of construction & procedures & time constraints involved in final stages of processing plans leading to bid openings.

Certifies employee time sheets; prepares employee performance evaluations & recommendations of appropriate action regarding requests for leave; assists in development of background information for use of Attorney Generals' Office in regard to Ohio Department of Transportation proceedings before Court of Claims; prepares & presents, in person or via deposition, testimony relevant to Ohio Department of Transportation court proceedings; initiates & maintains contact with material producers & suppliers, equipment manufacturers & contractors as sources of pertinent information & oversees expanded use of computers in preparation of construction cost estimates.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of civil engineering; budgeting; business management; workforce planning; employee training & development; supervisory principles & techniques; OSHA safety practices; public relations; Ohio Department of Transportation policies & procedures related to estimating; state contract & estimating processes; interviewing & investigation of business practices. Skill in operation of computer. Ability to comprehend & interpret variety of civil engineering principles, techniques, procedures, criteria, plans & specifications & related data; define problems, collect data, establish facts & draw valid engineering/technical conclusions; use statistical analysis; calculate fractions, decimals & percentages; handle routine & sensitive contacts with government officials, contractors & general public; develop complex reports & position papers; gather, collate & classify information; handle confidential records & reports.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Undergraduate core in engineering or related field of study; 24 mos. exp. supervising personnel; 36 mos. estimating construction costs.

- Or equivalent of minimum class qualifications for employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable

**UNUSUAL WORKING CONDITIONS:**

Not applicable