

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



Estimating Technical Coordinator 1
Construction Division – Estimating Section
Nashville, TN
\$61,428 annually

Job Overview

The Estimating Technical Coordinator 1 supports Divisions, technical disciplines, Project Teams, and the Region Quality Sections with project specific and program-wide estimating and bidding activities, data analysis and reporting, and contract compliance and fulfillment. This position collaborates with Project Teams in identifying potential bidding challenges, minimizing variability in estimate development, and ensuring the sustainability of the Department's Work Program.

The Estimating Technical Coordinator 1 position ensures Department policies, technical guidance, construction cost estimating guidelines, and procedures are incorporated into the development of project cost estimates as part of preconstruction activities. This position must effectively articulate cost estimating concepts through mentoring and collaborating as part of a matrix organization.

Essential Job Responsibilities

Support Project Teams and the efficient delivery of TDOT's Work Program by assisting with the management of the Notice to Contractors system, data entry for the Bid Express System, and the all-price index data sheets.

Integrate Quality Management into all deliverables to ensure project estimates are in compliance with the Code of Federal Regulations and all applicable State of Tennessee statutes for the purpose of eliminating unbalanced bids and the potential for bid protests. Independently perform record checks and assist with the retention of records for estimates and bids per the TDOT records retention policy.

Assist in the preparation of bid analysis documentation in conformance with FHWA bid review guidelines and participate in the review of bids and the bid analysis process for projects having a moderate degree of risk to the Department.

Assist in the gathering of information and data for the analysis of bids for unbalanced materials and/or costs based on quantity errors for items shown in the bidding document or for those items that are found to be significant to the contract and significantly unbalanced.

Participate in the development of award concurrence recommendations in conformance with FHWA regulations for projects having a moderate degree of risk to the Department.

Prepare estimate files for calculation by the estimating engineers and generate the bid files incorporating all relevant files received from Project Management Division. Prepare and generate the proposal contract books for posting to the website. Assist the estimators in processing the necessary revisions to the Engineer's Estimate of Cost reflecting modifications to plans or the estimate file during the letting cycle.

Assist the estimators with the independent reviews of cost estimates at project milestones in alignment with the Project Delivery Network (PDN) and assist in developing a final cost estimate that encompasses relevant factors related to the scope of a project, the cost of resources, and national and global market trends for those projects having a moderate degree of risk to the Department.

Remain current on cost trends. Participate in collecting, consolidating, analyzing, and reporting on cost trends. Maintain average unit price data that is accurate, reliable, and relevant to provide for effective decision-making when developing cost estimates and strategic planning for delivering the Department's Work Program.

Provide exceptional customer service to project stakeholders by facilitating the sharing of cost data and acquired knowledge with Project Teams, ensuring cost data is easily accessible and organized, exercising effective listening skills, and communicating effectively.

Qualifications

- Associate's or bachelor's degree
- 3 years of demonstrated competency in construction, project management, or related technical discipline.

OR

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in construction or related technical discipline.

Ideal Candidate

The Estimating Technical Coordinator 1 possesses a diverse range of abilities that support program-wide estimating and bidding activities. They have a grasp of construction that allows them to efficiently assist with the managing of big files with precision and organization. The Estimating Technical Coordinator 1 is a true team player at heart. They thrive in collaborative settings, where they leverage their expertise and prioritize teamwork and cooperation to ensure project success. Their natural communication abilities allow them to convey technical information clearly to their team and stakeholders.