

**DESCRIPTION:** Under limited supervision of a Registered Professional Engineer; coordinates Local Public Agency (LPA) federal aid transportation projects, on behalf of the Nebraska Department of Roads (NDOR). Plans, coordinates, monitors, and evaluates local projects from initiation to delivery to ensure LPA project compliance with all federal and State laws, regulations, NDOR standards, and LPA guidelines for federal aid projects; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

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

Establishes the proper qualifications of the LPA and the LPA Responsible Charge (RC) designee to ensure their compliance to requirements and to properly administer LPA federal aid transportation projects, including conducting a pre-programming interviews with the LPA upon project initiation.

Reviews LPA federal aid project requests for accuracy and completeness; verifies funding eligibility and availability, and requests cost estimates from the NDOR Construction Division, Cost Estimating Section; reviews and completes project programming documents.

Writes and monitors legal agreements and contracts for LPA federal aid projects between NDOR, LPAs, consultants, railroads, and utility companies.

Reviews requests for proposals and all required consultant selection documentation and procedures submitted by the LPA to ensure compliance with federal and State consultant procurement regulations.

Reviews road, street, and bridge project plans and computations, submitted by the LPA, for conformance to NDOR standards, policies, and generally accepted design and construction principles.

Advises the LPA's RC of non-conformance issues, documentation requirements, information needs, and requested plan changes.

Reviews, verifies, and tracks progress estimates for reimbursement requests.

Represents NDOR at pre-programming, project, and environmental scoping, progress, coordination, plan-in-hand, and public meetings, often conducted a project sites.

Maintains communication between the LPA team, NDOR, and the Federal Highway Administration (FHWA) regarding proper procedures, and regulation, policy, and process changes.

Provides liaison between the LPA team, NDOR, and federal and State resources agencies, FHWA, and other NDOR divisions.

## E57560 – HIGHWAY LOCAL PROJECTS COORDINATOR (continued)

Aids the LPA in addressing design, construction, compliance, or related issues that arise during any phase of the LPA federal aid project; facilitates reasonable determinations and beneficial solutions to the issues.

Maintains LPA project master files and electronic databases to ensure required correspondence, concurrences, permits, authorizations, agreements, and documents are present and organized.

Prepares Plans, Specifications, and Estimates (PS&E) submittal package for review by the NDOR Construction Division, PS&E Section; coordinates PS&E required changes to the contract documents with the LPA's RC.

Contacts and discusses project progress with the LPA to maintain status updates for key project activities; reviews status and discusses options with the LPA to meet scheduled deadlines and to ensure LPA federal aid projects proceed toward project delivery.

Participates in NDOR agency, division, and section meetings, as needed. Completes special projects, such as process reviews, as assigned. Provides assistance to the secondary roads Engineer and/or the urban Engineer, as needed.

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

Knowledge of: Nebraska Board of Public Roads Classifications and Standards Minimum Design Standards; American Association of State Highway and Transportation Officials (AASHTO) Design Policy; Nebraska Standard Specifications for Highway Construction; engineering principles related to design and construction of transportation projects including engineering, surveying, drainage, and geometrics; federal, State, and agency regulations, guidelines, and policies regarding design and construction of highways, streets, bridges, culverts, and other transportation projects; Americans with Disabilities Act (ADA) Accessibility Guidelines.

Ability to: communicate technical information and instructions in person, and by telephone, computer, email, and correspondence to diverse groups including LPA representatives, consultants, NDOR employees at all levels, and representatives of other governmental branches and jurisdictions; identify road, street, and bridge project plans and computations not in conformance with NDOR standards, policies, and generally accepted design and construction principles; read and interpret agreements, project plans and contract documents; perform mathematical calculations including geometry, algebra, trigonometry; comprehend and interpret legal property descriptions; organize and coordinate independently LPA federal aid transportation projects; facilitate meetings and resolve conflicts between competing interests and objectives; plan, organize, coordinate, monitor, and evaluate LPA federal aid transportation projects; interact with federal, State, and local administrators and officials, engineering and construction professionals and technicians, and NDOR employees at all levels to facilitate and guide local federal aid transportation projects; prepares PS&E submittal packages; write and monitor legal agreements and contracts; explain non-conformance issues, documentation requirements, information needs, and requested plan changes.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.) [The MQs were completely rewritten effective, 10/14/2010, and remain provisional, along with the entire class specification.]

**Post high school coursework/training in civil engineering, construction management, or related field of study, and experience interpreting, applying, and verifying conformance with State and federal rules and regulations pertinent to work assigned.**

**OR**

**Experience in preparing or using highway or bridge project plans for designing and building roadways or bridges, and experience interpreting, applying, and verifying State and federal rules and regulations pertinent to work assigned.**

**OR**

**Post high school coursework/training in management, statistics, training, quality management, quality standards or related field of study.**

**OR**

**Experience in the development and analysis of quality management systems or adult learning curriculum and training methods, project management, or database management and analysis.**

**SPECIAL NOTE:**

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).