

HIGHWAY URBAN OFF-SYSTEM COORDINATOR

DESCRIPTION: Under limited supervision coordinates federal-aid for off-system urban construction and reconstruction, and like type projects for Nebraska Department of Roads (NDOR); performs related work as required.

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.)

Writes program agreements for off-system urban construction and reconstruction federal-aid projects with other public entities, such as cities, counties, state agencies and various local governments.

Reviews requests for proposals, consultant selection procedures, contracts and other types of agreements related to federal-aid projects prepared by other public entities.

Reviews and verifies progress estimates for reimbursement payments.

Trains consultants on proper review procedures for Enhancement Program projects, including bike path construction, landscaping, archeological research, and historic rehabilitation.

Reviews design plans, including the PS&E review, for federal-aid projects let to bid by non-NDOR entities.

Provides liaison function between Nebraska Department of Roads (NDOR) staff and Enhancement Program Consultants.

Represents NDOR at Consultant progress meetings, project formation or coordination meetings with city officials, and plan-in-hands.

Serves as a consultant to local government entities and their designers on proper procedures to comply with NDOR and federal regulations and design guidelines.

Determines and answers inquires as to whether plans comply with all regulations.

Makes recommendations to local entities on potential solutions to project plans development problems.

FULL PERFORMANCE KNOWLEDGES, ABILITIES AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: extensive knowledge of NDOR operations, policies, goals and revisions; detailed knowledge of federal policies related to federal-aid off-system project development.

Ability to: facilitate meetings.

Skill in: coordinating competing/conflicting goals and objectives; reviewing plans prepared by non-NDOR designers.

HIGHWAY URBAN OFF-SYSTEM COORDINATOR (continued)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: NDOR Design Standards, NDOR Standard Specifications for Highway Construction, NDOR Design Policies, ADA accessibility guidelines, AASHTO publications, Federal-Aid Policy Guide (23 CFR).

Ability to: communicate clearly and concisely with a wide variety of government employees and the general public both orally and in writing.

Skill in: scheduling and coordinating.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is high school education or equivalent AND education or experience in engineering related subjects/fields.