

**DESCRIPTION:** Under general supervision of a Registered Professional Engineer; performs technical and/or administrative support tasks in the programming, scheduling, and reviewing of local highway or similar projects overseen by the Nebraska Department of Roads (NDOR); 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 the listed examples include all the duties that may be assigned.)

Reviews local governmental project requests to ensure that all information required to process the request is included.

Verifies projects meet all funding eligibility requirements.

Acquires project and control numbers, cost estimates, and other project information.

Completes programming documents for each project.

Completes program agreements for each project.

Completes supplemental agreements on bridge replacement projects and on other projects that may require them.

Develops programming documents for recreation road projects, determining location and scope.

Maintains files, listings, and maps of recreation road projects.

Reviews utility agreements for approval and processes them for payment.

Completes program documents for federal-aid on utility relocation.

Responds to project programming and policy questions from District Engineers and/or consultants.

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

Knowledge of: engineering principles related to design and construction of projects; mathematics; project plans contents; Nebraska Board of Public Roads Classifications and Standards; AASHTO Design Policy; Nebraska Standard Specifications for Highway Construction; federal-aid programs and procedures for local governmental highway and bridge projects; NDOR general project files and record keeping procedures.

Skill in: communicating with local governmental officials, consulting engineers, and NDOR employees to identify specific needs; organizing personal work.

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Ability to: perform mathematical calculations; comprehend and use written materials; communicate with others in person, by telephone, email, and correspondence; make decisions and prioritize work assignments; understand project requests from local governmental agencies; gather and organize data needed to program projects for federal and state aid purposes; understand and write agreements; gather and organize information for reports; respond to inquiries from local governmental officials and NDOR employees.

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

Coursework, training, OR experience in reviewing and processing contracts/agreements, legal documents, or engineering related documents.

**SPECIAL NOTE:**

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