

STATE OF NEBRASKA CLASS SPECIFICATION  
**HIGHWAY CONSTRUCTION PROJECTS COORDINATOR**

EST: 12/15 - REV: 00/00  
CLASS CODE: E57720

**DESCRIPTION:** Under limited supervision, performs professional, technical, and administrative work to review, coordinate, and advise divisional and district engineering and project managers concerning engineering actions and situations associated with Nebraska Department of Roads (NDOR) and local public agencies of all construction and maintenance projects to ensure conformance with contracts, plans, and specifications, and with Federal Highway Administration (FHWA) and Federal Labor Department requirements; 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.)

This is a single level full performance classification where the primary and predominant responsibility is to serve as a key expert in plan and specification interpretations and to provide statewide operational oversight and guidance to project managers, consultants, and engineers regarding: various structures such as bridges, culverts, and lighting; technical documents such as contracts and shop drawings; engineering estimates and associated changes orders; contracted work in-progress payments/reimbursements; and pay rates determination and administration relative to salaries of contractor staff. Positions will serve as a principal liaison between the engineers, project managers, contractors, representatives, and other participants of NDOR, local agencies, and federal programs. The statewide scope of impact and level of responsibility and the number of projects assigned is greater than that expected of other classifications such as the Highway Project Manager and Highway Construction Technician IV classes.

**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.)

Researches questions and issues, and advises immediate supervisor and NDOR project managers and engineers on the interpretation of plans, specifications, or special provisions relative to structures, culverts, and gradings to implement changes to project management processes and to resolve current, on-going issues during projects.

Reviews plan revisions, supplemental drawings, and work conducted by designers and consultants to correct problems identified in contract documents. Examines and proposes changes to shop drawings, plans, and documentation to ensure project adherence to State, federal, and contract requirements; coordinates routing of these changes to all pertinent agency staff and external private, local agency, and federal partners.

Creates contract change orders within NDOR project management software and databases to adjust pay quantities produced by plan revisions; coordinates the distribution of plan revisions to pertinent partners.

Conducts on-site visits of construction projects to monitor application of new procedures and specifications in accordance with agency specifications and special provision documents.

Interprets Federal Labor Department field operation manual and provides guidance to agency managers, private contractors, district project managers, and construction engineers on labor compliance issues. Reviews, completes, and processes on-going requests from contractors to add labor classifications and wage rates to project contracts.

Trains agency staff and others in the application of agency directives, software, and databases.

Collects and reviews data regarding various activities, situations, and outcomes of all projects statewide; prepares and submits periodic reports to NDOR managers and Federal Labor Department program representatives. Serves as NDOR representative for specific labor compliance issues.

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

Knowledge of: NDOR design, survey, inspection, and material testing policies, practices and standards; technical contract provisions and specifications and documentation requirements pertinent to construction and maintenance projects; local public agencies and jurisdictions responsibilities, needs, and resources relative to federally funded highway projects; cost analysis methods pertinent to materials, equipment, and labor used in construction and maintenance activities.

Skill in: guiding others in the use of policies, standards, regulations, and database systems; identifying and resolving administrative and technical issues through various problem-solving techniques; using agency specific software and database applications.

Ability to: communicate with and train others in person and through correspondence, electronic means, and reports to facilitate understanding and conformance to various directives and documentation requirements; collaborate with individuals representing various disciplines, interests, agencies, and jurisdictions; interpret complex or conflicting specifications, plans, and contracts, and analyze engineering needs and data to resolve questions and concerns of project managers and engineering consultants; administer compliance mandates and documentation on a consistent basis statewide for multiple projects; review and prepare forms, reports, and assessments relative to local, State, and federal requirements and informational needs.

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

Associate's degree in construction management or engineering principles/practices, and three years of experience in the performing, coordinating, or supervising field based work associated with the construction or renovation of roadways or structures.

OR

Five years of experience in the performing, coordinating, or supervising work associated with construction or rehabilitation of roadways or structures.

**SPECIAL NOTES:**

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).