

STATE OF NEBRASKA CLASS SPECIFICATION  
**HIGHWAY CONTRACTS PROJECT COORDINATOR**

EST: 06/12 REV: 00/00  
CLASS CODE: E57740

**DESCRIPTION:** Under limited supervision of a Registered Professional Engineer, coordinates state funded and federal aid transportation projects, on behalf of the Nebraska Department of Roads (NDOR). Plans, coordinates, monitors, and evaluates state and local projects from project turn-in to deliver to ensure project compliance with all federal and State laws, regulations, NDOR standards, and Local Public Agency (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.)

Positions in this single full performance classification level are assigned technical and paraprofessional engineering work during early phases of the development of construction, improvement, and renovation projects or related studies. Their primary and predominant responsibility is to provide engineering services and apply accepted engineering principles in standard situations or assisting professional engineers during major portions of complex engineering projects or studies. These projects or studies will vary in the full range of scope, complexity, and diversity. These positions assess risks to project delivery and are frequently involved in resolving project issues. Contacts typically involve diverse professional and technical employees with varying needs and perspectives inside and outside the agency.

**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 qualifications of contractors to ensure their compliance to requirements and determine their capacity to bid and construct state funded and federal aid transportation projects, including conducting pre-qualification interviews with the contractors upon receipt of the Contractors Statement of Experience, Equipment and Financial Condition when necessary.

Reviews state funded and federal aid projects for accuracy and completeness; verifies funding eligibility and reviews costs estimates from the NDOR Construction Division, Cost Estimating Section; reviews and completes project-funding documents.

Writes and monitors legal agreements and contracts for state funded and federal aid projects between NDOR, LPAs, consultants, railroads, utility companies and Tribal Employment Rights Offices (TEROs).

Reviews requests for bid proposals and all required contractor documentation to ensure compliance with federal and State procurement regulations.

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

Advises NDOR and LPA staff, and consultants of non-conformance issues, documentation requirements, information needs, and requested plan changes.

Reviews, verifies, and tracks documentation received to substantiate construction funding authorization requests.

Represents NDOR at constructability, pre-bid project, and environmental progress, scheduling, coordination, and public meetings conducted at various facilities including project sites.

Maintains communications between the Construction Division team, NDOR, and the Federal Highway Administration (FHWA) regarding proper procedures, regulations, policy, and process changes.

Provides liaison between Construction Division team, federal and State resource agencies, FHWA, and other NDOR divisions.

Aids NDOR staff, LPAs, and consultants in addressing design, construction, compliance or related issues that arise regarding any phase of state and federal aid projects; facilitates reasonable determinations and beneficial solutions to the issues.

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

Reviews plans, specifications and estimates (PS&E) package for completeness, accuracy and conformance to state and federal regulations and requirements; coordinates PS&E required changes to the contract documents with NDOR staff, LPAs, consultants, and FHWA.

Contacts and discusses project progress with NDOR staff to maintain status updates for key project activities; reviews status and discusses options with NDOR staff, FHWA, and consultants to meet scheduled deadlines and to ensure state and federal aid projects proceed towards project delivery.

Participates in NDOR agency, division, and section meetings, as needed. Completes special projects, such as process reviews, as assigned. Provides assistance to management, as needed.

Reviews and comprehends information contained in environmental documents, right-of-way certificates, railroad certificate, utility status agreements, and other project documents to ensure compliance with federal and state regulations and requirements. Pursues and advises on the resolution of missing or incomplete documentation.

Interprets state and federal laws and policies as they pertain to state funded and federal aid roadway, bridge, building and trail construction projects. Advises NDOR staff, consultants, LPAs, and other state and federal agencies on application of laws and requirements governing NDOR and LPA projects.

Identifies and assesses risks to the project delivery process and tracks/documents those risks. Reports risks to management and actively pursues and advises resolution of project issues.

Communicates with designers, engineers, LPAs, and consultants regarding completeness and accuracy of information and documentation under review; explains required information and procedures for plan preparation, application of design standards, and quantity calculations; recommends revisions and/or revises plans to correct errors and deficiencies.

Participates in letting day activities including electronic bid downloads; transferring electronic information into letting system database; bid review and evaluation responsibilities; and archiving electronic bidding information in NDOR system.

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

Knowledge of: Nebraska Board of Public Roads Classification and Standards Minimum Design Standards; American Association of State Highway and Transportation Officials (AASHTO) Design Standards; Nebraska Standards 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; comprehends federal aid transportation projects; facilitate meetings and resolve conflicts between competing interests and objectives; plan organize, coordinate, monitor, and evaluate state funded and 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 state and local state funded and federal aid transportation projects; reviews 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.)

Post high school coursework/training or experience, in civil engineering, construction management, project design and plan development, or related field of study.

OR

Experience interpreting, applying, and verifying conformance to State and federal rules and regulations of roadway or bridge construction or other project work assigned.

**SPECIAL NOTE:** State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the FLSA.