

STATE OF NEBRASKA  
CLASS SPECIFICATION  
EST: 02/08

CLASS CODE: E57772  
OVERTIME STATUS: N  
PAY RANGE: \$21.819-\$32.473

### HIGHWAY PROJECT SCHEDULING/PROGRAMMING COORDINATOR

DESCRIPTION: Under limited supervision, develops schedules for and monitors all activities involved in the initiation, planning and design stages of complex highway construction projects let by the Department of Roads and facilitates the timely delivery of those projects; and may supervise assigned staff as needed; performs related work as assigned.

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.)

Evaluates project programming documents to develop schedules for pre-construction activities; determines the controlling operations at the various stages of design.

Monitors the progress of construction projects from initiation to letting; conducts periodic project status meetings with activity managers and other affected agency staff; verifies milestone completion and relays this information to succeeding milestone activity managers.

Identifies and assesses risks to project delivery and advises appropriate agency staff; develops and implements risk mitigation strategies; tracks risks and evaluates mitigation strategies over the life of the project.

Collects, measures, and disseminates performance information to appropriate stakeholders. Recommends reallocation of resources to maintain the project schedule.

Reviews various documents produced during the design phase, such as Engineering Reviews and Project Data Revision forms; attends project meetings; adjusts project schedules accordingly.

Participates in developing scheduling policies and guidelines for the Department of Roads.

Develops and provides training to agency staff and others on the project scheduling systems.

Participates in the development of new scheduling system programs, tools, and technologies.

Monitors and evaluates data from the project scheduling system; maintains and queries data in the project scheduling and program management systems. Prepares reports for management review.

Participates with the functional manager of the Department's automated tracking system in troubleshooting and developing solutions to problems as they arise.

Conducts periodic status meetings with assigned staff.

Plans and assigns work, determines work schedules, and supervises assigned staff to attain work goals; trains and evaluates assigned staff to ensure consistent application of policies, procedures, and standards; recommends personnel actions related to selection, discipline, and grievances.

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

Knowledge of: Department computer programs and applications used to schedule the design phase of construction projects; preconstruction activities, their sequence and durations; Department business practices, structure, and functions; State and Federal policies, rules, regulations, and procedures; State personnel rules and labor agreements.

Ability to: develop accurate and attainable schedules for project delivery; comprehend information presented orally and in writing; communicate information to others, orally and in writing; anticipate, identify and assess risks to project delivery; develop strategies to mitigate these risks; query various databases for analysis and reporting; document/record information; organize, plan, and prioritize work for assigned staff.

Skill in: oral and written communication; information gathering; using computer query languages; making oral presentations of information to groups.

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

Knowledge of: highway design activities and procedures; project scheduling techniques and procedures; project management principles; computer database structures; computer query languages.

Ability to: communicate orally and in writing with people at different levels in an organization; maintain working relationships with government/agency representatives; lead people in a positive direction toward achieving the goals of the work group and the Department.

Skill in: operating mainframe computer terminal and personal computer; using computer query programs to extract data and develop reporting tools; mentoring/training assigned staff and/or coworkers; negotiation and conflict resolution.

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

Any equivalent combinations of education, training and/or experience that will enable the individual to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is: four years post high school coursework/training in engineering, construction management/science, or computer science AND two years experience in pre-construction design, or technical construction, or computer science activities and procedures, to include the use of project scheduling computer applications to create and modify project schedules.

SPECIAL NOTE: Certification as a Project Management Professional (PMP) is required by the Nebraska Department of Roads of incumbents occupying positions in this class.