

STATE OF NEBRASKA CLASS SPECIFICATION
HIGHWAY CONSTRUCTION SCHEDULING COORDINATOR
PROVISIONAL

EST: 03/93 - REV: 10/11
CLASS CODE: E57780

DESCRIPTION: Under limited supervision, develops, coordinates, and monitors pre-construction and/or construction schedules for designated phases of projects let to contractors by the Nebraska Department of Roads (NDOR), creates and modifies scheduling systems; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Not available.

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.)

Develops the construction schedules for designated projects, including time allowances, start dates, and signing quantities for final plan packages; determines the controlling operations at various stages of construction.

Develops drafts of project construction scheduling for NDOR; assists other agency Divisions with construction phasing and scheduling.

Develops and provides training to NDOR employees and consultants' staff on NDOR's project construction scheduling procedures.

Participates in the creation, modification, and development of project construction scheduling components and tools to improve project construction scheduling; researches and keeps updated on construction methodology trends to ensure construction scheduling and phasing activities reflect current practices.

Reviews final construction plans for constructability and phasing requirements to ensure the various phases of construction are not in conflict.

Serves as the NDOR's liaison with contractors and suppliers during the letting process to answer questions, determine the need for, and write addenda when needed to correct deficiencies in the final plan packages prior to letting.

Reviews special provisions for final plan packages to ensure compliance with State and federal requirements, plans, and standard specifications; writes special prosecution provisions, when needed, to inform contractors of special requirements for project constructability.

Recommends the need for incentives, disincentives, and internal liquidated damages on projects; recommends dollar amount of incentive, disincentive, and internal liquidated damages; writes incentive, disincentive, and internal liquidated damage specifications.

Monitors the progress of current construction projects to ensure the accuracy of future project construction scheduling documents.

PROVISIONAL

Monitors and evaluates data from the project scheduling and management systems on the Project Scheduling and Management systems.

Provides technical assistance and advice to the Project Scheduling and Program Management Division on system issues; confers with NDOR project and program managers, federal transportation officials, contractors, consultants, and the public regarding project constructability issues.

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

Knowledge of: general project scheduling and management principles and methods; mainframe and personal computer systems development protocols and techniques; highway construction techniques and procedures; State and federal laws and regulations related to highway construction; NDOR project and program information management systems, programs, and applications used in scheduling construction projects; NDOR construction policies, rules, and standards.

Skill in: interpreting construction plans and determining project sequences and schedules; manipulating numeric and graphic data to generate charts, tables, and graphs within mainframe and personal computer environments; writing construction schedule specifications; presenting technical and procedural information to individuals and groups as required.

Ability to: communicate and interact in person and by telephone, email and correspondence with individuals, groups, and officials of public agencies and private firms; review plans and determine constructability components of projects; determine construction sequences of projects and the time needed to complete different phases; identify, develop, and implement changes in an integrated information system; develop queries and extract data from computer databases to develop work reports and solutions.

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

One year of post high school coursework or training in engineering design, engineering, construction management, or engineering computer technology, or possession of a project management certification, AND two years experience in construction project activities such as managing and scheduling projects, or developing construction plans, designs, and specifications, or surveying and inspecting construction work. Experience may substitute for the required education on a year-for-year basis.

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).