

DESCRIPTION: Under immediate to general supervision, performs entry level work in the preparation of bidding documents in accordance with federal regulations, State statutes and Nebraska Department of Roads (NDOR) policies and procedures; reviews and processes less complex highway construction projects for lettings; performs related work assigned.

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

This is the second full performance level of the Highway Contracts class series. This series covers contract administration work ranging from routine to more varied and demanding assignments requiring increasing levels of knowledge, skills, and abilities, greater degrees of independence of action, and wider scope of impact of decisions made.

This classification level besides serving as a full performance level may serve, depending on the operational needs of the agency, as a developmental level for advancement to the Highway Contracts Technician II class. As knowledge, skills, abilities and experience are gained, work assigned may progressively become more complex and varied in preparation for this advancement.

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.)

Prepares bidding documents; reviews and checks plans, computations, memoranda, and special provisions submitted by the agency's licensed engineers and consulting engineers in relation to less complex types of highway construction and projects.

Checks contracts and technical documents pertinent to inclusion of all applicable special and standard plans, to accuracy of quantities, stationing, to conformance with legal and agency requirements, and to types and kinds of materials and specifications, and conformance with standard specifications.

Prepares bidding blanks of standard and special bid items, notices to contractors, and lists of plans.

Checks and confirms preliminary estimates and computes amount of proposal guaranty.

Checks issuance of bidding proposal forms for accuracy and completeness; issues bid proposals to agency employees and other interested parties; maintains a record of all bidding proposals.

Maintains up to date mailing lists of all qualified contractors, and suppliers.

Maintains and updates files and performs related office and administrative support work.

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

Knowledge of: NDOR project design and construction functional processes and requirements; State and NDOR accounting processes and practices; State, federal, and NDOR construction contract, professional services agreement, and other legal requirements.

S57222 – HIGHWAY CONTRACTS TECHNICIAN I (continued)

Ability to: understand and apply engineering/construction plans and specifications; review qualification statements prepared by contractors; interact with coworkers, agency managers and professional staff, and representatives of other agencies and private firms to facilitate agency processes; communicate administrative information and instructions in person, and by telephone, computer, email, and correspondence to agency employees and others outside the agency; explain and monitor application of administrative and agency directives; use personal computers and associated software applications and databases; calculate arithmetical computations including the use of percentages and discounts; search and compile data and documents relative to work assigned.

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 technical/vocational (2 year) degree in technical design or construction management practices, contract administration, paralegal, accounting, or a related field of study.

OR

Experience providing technical support or administrative support in the development, negotiation, administration, and completion of contracts, agreements, or other legal documents, related to design, acquisition, construction, engineering, or similar technical projects.

SPECIAL NOTE:

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).