

**DESCRIPTION:** Under general supervision, performs skilled work in the preparation of contractors pre-qualifications ratings; reviews and processes complex highway construction projects for lettings; prepares bidding documents and contracts in accordance with statutes and Nebraska Department of Roads (NDOR) policy and procedures; 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.)

**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 by entering and retrieving information from NDOR databases; reviews and checks plans, computations, memorandum, and special provisions submitted by the agency's licensed engineers and consulting engineers for the more complex highway construction projects.

Prepares lists of contracts, which have been awarded to contractors; assists construction engineers in evaluating contractors' work; calculates dollar amount of work, which can be awarded to contractors.

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

Checks and confirms preliminary estimates and computes amount of proposal guaranty; checks and processes detailed cost estimates and project agreement estimates.

Prepares Federal Aid Project Agreements for all federal aid highway projects for construction in advance of apportionment; prepares itemized detailed estimates of all federal-aid highway projects.

Performs final double-check reviews of documentation on all highway construction projects.

Prepares contracts and documents and reviews plans pertinent to negotiation of construction projects with cities and counties.

Orders plans and issues bid proposals to contractors enabling them to submit bids for highway construction and building construction projects.

Processes documents and information pertinent to the bid processes for posting on the agency's website; creates electronic bidding files or postings on the website for each letting and processes these electronic bids on letting days into the agency's computer databases.

Trains and instructs contracting industry representatives to use agency electronic bid software; assists during letting days activities.

Collects for inclusion in the contracts all pertinent special provisions, including appropriate wage rates, group ties, general conditions, special conditions, and agreements.

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

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

Ability to: read and understand engineering/construction plans and specifications; review qualifications prepared by contractors; interact with coworkers, agency managers and professionals, 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) or higher degree in highway design, construction management, contracts, accounting, or a related field of study.

OR

Experience in highway design, construction, contracts administration, engineering, or related work involving highway or similar projects.

**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).