

DESCRIPTION: Under limited supervision, provides specialized technical, administrative, and data and other record keeping support to Nebraska Department of Roads (NDOR) District level management and project management and field staff; prepares data for and maintains electronic databases/spreadsheets on all project activities. Arranges various operational meetings; orders, distributes, and maintains supplies, computers, and other operational equipment; 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.)

This is a full performance, single-level classification, where positions independently perform technical and administrative support work and other support tasks in accordance with clear applicable guidelines and procedures, relative to NDOR's District based construction and maintenance activities, documents, and records. Typically, these positions report to the District Engineer or other Engineers/Project Managers within a District office. Assignments involve varied and unrelated processes and actions that affect the administrative and construction operations of the District office.

This class differs from other administrative/office support classes and series because of the requisite specialized knowledge and skills needed to perform support work related to District operations.

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.)

Processes contractors' estimates for payment by referring to contracts and special provisions to determine which contract items need to be paid; adjusts errors in quantities; computes fuel cost adjustments; enters data into computer databases and generates required reports.

Prepares contractors' change orders by determining which standard items should be used; negotiates rates with contractors; reviews submitted wages, taxes, hours and other data for accuracy; enters data into computer databases.

Determines availability of inventory and tracks receipt and distribution of engineering equipment and supplies, and construction signs required for each highway construction project; orders supplies and construction signs as necessary; monitors equipment repairs and returns, and expenditures relative to the repair budget; participates in field inventory of operational signs and other material.

Determines those public officials and law enforcement agencies to be notified of upcoming highway construction projects; composes and distributes information letters/bulletins.

Writes drafts of general news releases concerning road closures and traffic restrictions for highway construction projects to assist District management; answers questions from the public.

Maintains and updates construction manuals, files, spreadsheets, and schedules relative to projects; conducts and tracks updating and distribution of project plan revisions; enters data into computer databases.

S55260 – HIGHWAY CONSTRUCTION MANAGEMENT TECHNICIAN (continued)

Researches, develops, and presents topics for monthly safety and other training; arranges District safety training and work performance team activities; maintains training logs and material.

Conducts equal employment opportunity (EEO) compliance reviews of information, documents, and activities pertinent to highway construction work.

Provides operational assistance and instruction to District employees on various computer equipment and applications software; orders, tracks, and troubleshoots engineering equipment such as portable communication devices.

Performs other office support, for District administrative and project managers, such as coding, entering or filing, and compiling information pertinent operational activities, inquiries, or complaints using manual and computer databases; composing and distributing NDOR administrative and other operational reports or summaries; arranging schedules and preparing agendas and summaries of proceedings for various NDOR operational meetings; communicating information and inquiries to and from field staff.

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

Knowledge of: construction and engineering terminology; basic practices and phases of highway construction work; equal employment opportunity regulations pertinent to wage rates and construction work; NDOR construction, maintenance, engineering, and administrative records, codes, and forms.

Skill in: using the features of mainframe and personal computers and associated applications including word processing, spreadsheets, databases, and presentations software; using portable radios and other communication/electronic equipment; multi-tasking, organizing, scheduling, and prioritizing work; organizing and conducting meetings; presenting information to groups.

Ability to: understand and interpret contractual documents and special provisions; communicate in person, and by telephone, email, radio, and correspondence to explain technical procedures to non-technical officials; interact with agency employees and representatives of other agencies and firms to maintain work relationships; calculate arithmetical solutions including use of spreadsheets; explain office and NDOR practices to external customers and the public; determine training needs and instruct others in operational procedures and equipment usage.

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

Coursework, training, or experience in office support processes and methods including the use of personal computers and associated applications such as word processing, spreadsheet, and database management software.

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).