

DESCRIPTION: Under limited supervision, manages unit activities and supervises assigned technical engineering and/or administrative employees, within the Nebraska Department of Roads (NDOR), involved in the preparation of contractor pre-qualification ratings, the review and processing of complex highway construction projects for lettings, the preparation of bidding documents and contracts, and the enforcement of legal, financial, and policy contractual standards; 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.)

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.)

Assigns and supervises work activities and monitors schedules of assigned employees to achieve work objectives and priorities and completion of assignments and to balance workloads and leave schedules.

Trains, guides, and counsels assigned employees to develop their performance capacities and ensure consistent application of NDOR policies, procedures, and standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and employee performance, to recommend personnel actions, and to record and document assessments made.

Plans, coordinates, and directs the work activities of the assigned unit with other NDOR units such as the preparation of bidding documents and the review of plans, computations, memorandums, and special provisions submitted by the NDOR licensed engineers and contracted engineers for all highway, maintenance, and capital facility construction projects.

Plans, coordinates, and directs the examination of financial and other pertinent documents submitted by contractors, the preparation of the contractors has been awarded by NDOR; and assists construction engineers in evaluating consultants and contractors' work, and the calculation of dollar amount of contractual work that recipients can be awarded.

Plans and coordinates the checking for errors pertaining to inclusion of all applicable special and standard plans, accuracy of quantities, stationing, conformance with legal and departmental requirements, types and kinds of materials and specifications, and conformance with standard specifications.

Oversees the auditing of preliminary estimates and computes amount of proposal guaranty.

Directs the preparation of Federal Aid Project Agreements for all federal-aid highway projects funded by the Federal Highway Administration (FHWA) for construction in advance of apportionment, and the preparation of itemized detailed estimates of all federal-aid highway projects.

Participates with other program staff in the setting of Disadvantaged Business Enterprise goals on federal-aid funded projects.

V57224 – HIGHWAY CONTRACTS SUPERVISOR (continued)

Coordinates and directs the ordering of plans and the issuance of bid proposals to contractors.

Directs the execution of contract documents to contractors, bonding companies, and other governmental agencies.

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

Knowledge of: the principles and terminology of design, construction, and contracts; the principles and terminology of accounting; NDOR and standard legal and financial requirements for executing contracts; NDOR and standard legal forms and documentation requirements in the preparation of specific project contracts and bid lettings.

Skill in: organizing and evaluating assignments requiring interaction with other NDOR operations and the activities of project contractors and consultants.

Ability to: understand and apply plans and specifications to contractual and other legal documents; review qualifications prepared by contractors; communicate, in person, and by telephone, email, and correspondence, with agency employees, contractors, consultants, local government officials, and the public about the standards applied and the processes used; understand and apply State statutes, NDOR policies and administrative directions, and FHWA rules and regulations; organize and direct assigned work functions and projects; plan and coordinate the preparation of bidding and plan material and pre and post contract letting processes; supervise, train, and evaluate assigned employees.

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 coursework, training, or experience in engineering or construction related contract administration, design or specification development, project management, procurement, accounting, or other engineering or construction related field.

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).