

HIGHWAY CONSTRUCTION FINALS SUPERVISOR V57730

DESCRIPTION OF OCCUPATIONAL WORK

Under limited supervision to administrative direction, develops and administers policies and procedures for the review of field records for completed Department of Transportation construction projects; determines liquidated damages and authorizes final payments to contractors; supervises final review staff; performs related work as required.

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 and administers policies and procedures for the Department of Transportation final review process, ensuring statewide consistency in interpreting specifications, special provisions, and contracts.

Plans, assigns, and directs the work activities of assigned staff to attain work goals and to ensure consistent application of administrative policies, procedures, and standards.

Supervises, evaluates, and compares work performance of assigned staff with established standards to determine the quality and quantity of employees' work and to recommend personnel actions such as appointments, promotions, disciplinary actions, grievance dispositions, status changes, and separations; to identify employee training needs; and to improve career advancement potential.

Interprets the specifications and determines the correct method of contractor payments.

Reviews all Department of Transportation construction projects after award to determine project milestones and activate these projects in the Department of Transportation's construction management software.

Determines and assesses liquidated damages for construction projects not in compliance with specifications and/or exceeding the allowable workdays.

Answers questions and resolves contractors' problems regarding assessed liquidated damages and final payments for Department of Transportation construction projects.

Answers questions for construction personnel regarding the proper use of the Department of Transportation's construction management software to support business practices.

Develops and presents training to district final reviewers and district construction staff to ensure accuracy and consistency in the final review process.

Performs proactive reviews of active construction projects, including daily project records, item documentation by construction staff, proper storage of documentation, and proper payment for work performed. Report findings to district construction staff.

Performs detailed item reviews at the completion of construction projects ensuring accurate and consistent item payment documentation. Report findings to district construction staff.

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Performs final reviews of completed construction projects, including checking for proper documentation of quantities, and for inclusion of the method of measurement, listing of items, letters of deduction, reduced pay factors, and for the use of proper nomenclature, and audits quantities and computations.

Coordinates with multiple Department of Transportation divisions and sections to obtain documentation required by policy, Federal programs, and/or legislation.

Coordinates with Nebraska Department of Labor to obtain unemployment tax contribution documentation as required by Nebraska state statute.

Works with Department of Transportation divisions, districts, and sections to review active projects and make recommendations to Federal Highway Administration regarding project completion extension requests.

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

Knowledge of: all phases of highway construction; mathematics including algebra and geometry; highway and bridge construction operations and practices; in-depth knowledge of standard specifications.

Skill in: operating personal computers; organizing and prioritizing work; supervising individuals; conducting meetings; presenting information to groups; conflict resolution.

Ability to: read and interpret engineering specifications; read and interpret contract documents; communicate effectively; plan, organize, and assign the work of assigned staff; train and evaluate assigned staff; resolve disputes between conflicting interests; determine training needs.

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

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is a high school education AND experience in performing highway construction final reviews and/or in highway construction management. Any equivalent combination of education and experience will be considered.

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).

Established: 09/95

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Last revised 09/1995	Moved to new format	12/2024
Entire Specification	Removed and Added Language throughout the specification	02/2026