

DESCRIPTION: Under administrative direction, manages technical and administrative operations and systems and assigned employees of the Contracts Letting section for the Construction Division of the Nebraska Department of Roads (NDOR). Oversees and coordinates the review, analysis, and compliance of surface transportation related project proposals, bids, contracts, contractors qualification and eligibility reviews, and reporting and documentation governed by State, federal, agency, and professional engineering objectives, regulations, and 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.)

This is a single position entry and full performance job class having primary and predominant authority and responsibility to direct NDOR Contracts Letting section that provides plans and specifications review, cost estimating, construction scheduling, contracts letting and oversight services to NDOR and other public agencies concerning State and local surface transportation construction and enhancement projects and associated contractors. The position administers several technical engineering functions, and directs the work activities of supervisory, professional, and technical employees. The position advises agency managerial and professional employees regarding analysis, development, and implementation of program and administrative goals, plans, policies, and procedures and documentation systems and requirements associated with the section. Ensures conformance with State Statutes, federal laws, Federal Highway Administration (FHWA) regulations, and project plans, specifications, and funding requirements. Agency-wide and statewide responsibilities of this position affect projects and associated contractors receiving State and/or federal transportation funds.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Manages the program functions of the section including the Estimating, Plans and Specifications, Construction Scheduling, and Contract Letting units; monitors and makes changes to the program policies and processes of these units.

Manages the administrative operations of the section, including preparing and submitting budget recommendations and administering the section's budget, and overseeing manual and electronic letting, bidding, and other information management and distribution processes.

Assigns and supervises work activities and monitors work schedules of assigned supervisors and other employees to achieve work objectives and priorities, to complete assignments, and to balance workloads and leave schedules.

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

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

Reviews pre-qualification data from contractors and ratings made and determines bidding capacity for each contractor relative to the requirements of specific projects and contracts.

Reviews and approves all State and local transportation projects to ensure contracts are let in accordance with State statutes, federal laws, FHWA regulations, and NDOR policies and standards.

Confers with Construction Division section managers in setting minority business goals on federal funded projects to meet NDOR goals; serves as a committee member to determine compliance of contract bids and eligibility of contractors with minority-business program goals and criteria.

Oversees the review of bid proposal requests and the administration of contract lettings to ensure compliance with pre-qualification limitations and State statutes and federal laws and regulations.

Prepares and monitors submission of required program reports and documents to the FHWA including bid tabs, low bid analyses, and bid evaluations, and periodic administrative reports to NDOR management.

Reviews bids and lettings for irregularities identified by assigned employees, and presents information to NDOR's awards committee and, as needed, to the FHWA; serves as member of the committee on behalf of the Construction Division manager, as needed.

Monitors and coordinates the schedule and progress of projects to ensure projects are properly let concerning established deadlines, agency construction practices and policies, and the economy.

Confers with division managers and senior agency management to identify and determine letting schedules for specific projects.

Reviews current and recommends new solicitation and evaluation procedures for all transportation contracts let by NDOR to ensure compliance with State statutes, federal laws, and FHWA regulations.

Signs construction contracts and addendums on behalf of the Construction Division Engineer, as needed.

Prepares revisions to State regulations and recommends changes to State statutes to ensure compliance with federal laws and regulations and achieve efficiency and effectiveness of the functions managed.

Monitors the review of bid bonds and contract bonds to ensure compliance with State statutes, NDOR rules, and FHWA and other federal regulations.

Conducts training sessions for designated 'responsible charge' and other employees of local public agencies to provide instruction and information necessary for certification.

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

Knowledge of: State statutes, federal laws, FHWA regulations, and agency policies and standards governing project contract bidding, letting, and oversight functions; NDOR processes, procedures, and criteria for contract preparation and administration, project scheduling, and contractor qualifications; technical engineering and construction and maintenance terminology and practices; personnel and budget administration terminology and practices; practices and techniques for organizing and managing multiple program units and functions; develop and implement changes to program and administrative processes; program requirements and contractor qualification criteria pertinent to the section managed; practices of employee supervision, training, and evaluation; information management and processing software.

Ability to: communicate in person, and by telephone, email and correspondence with agency managers, professional and technical employees, contractors, and representatives of other public agencies and jurisdictions; prepare and direct preparation of periodic and special reports; interpret and apply contract administration principles and applicable laws, regulations, and policies; analyze operational situations, identify problems, and recommend solutions; interpret and evaluate contracts, plans, specifications, estimates, and program regulations to pertinent surface transportation projects; prepare and provide technical information and recommendations to agency management, committees and groups, contractors, and representatives of organizations and jurisdictions; develop and implement policies and processes to coordinate functions managed; interact with and supervise assigned supervisory and other employees; review and evaluate bids and other proposals, and the qualifications of contractors and professional workers engaged in surface transportation projects; coordinate and direct public contracting functions; learn and apply agency policies, standards, and scheduling and letting processes relative to surface transportation projects.

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 degree in engineering or design technology, contract law or administration, construction or project management, and either experience in coordinating contract bid review scheduling and funding activities related to construction programs or projects, or experience in supervising professional or technical engineering workers engaged in contract administration work related to construction programs or projects.

OR

Bachelor's degree in engineering, contract law or administration, construction management, or project management and experience managing surface transportation construction 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).