

Click one of these links to see the Job Description for that class:

Job Code	Title
A57541	HIGHWAY UTILITIES COORDINATOR I
A57542	HIGHWAY UTILITIES COORDINATOR II

HIGHWAY UTILITIES COORDINATOR SERIES

DESCRIPTION OF OCCUPATIONAL WORK

The Highway Utilities Coordinator series focuses on coordinating utility relocation for highway construction projects, with responsibilities escalating from less complex rural and overlay projects to more complex urban and interstate projects. The Highway Utilities Coordinator I level primarily assists with these tasks and performs or leads support work, including attending inspections, negotiating agreements, and updating utility information in agency systems. The Highway Utilities Coordinator II level operates with limited supervision, handles the full spectrum of project complexity, including providing guidance to Highway Utilities Coordinator I staff, leading negotiations, and ensuring compliance with state and federal standards. Both roles require similar foundational knowledge in engineering and regulatory compliance, but the Highway Utilities Coordinator II level demands advanced skills in reading highway plans, negotiating, and independently managing complex utility relocations.

HIGHWAY UTILITIES COORDINATOR I

A57541

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under general supervision by a Highway Utilities Coordinator II, identifies and arranges for the relocation or removal of utilities to accommodate construction activities for less complex highway construction projects, such as rural or overlay projects; assists a Highway Utility Coordinator II with portions of complex highway construction projects, such as urban or interstate projects; performs or leads the work of an employee performing the section's computer and support work; 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.)

Attends plan-in-hand inspections of proposed highway construction projects to determine if any utilities such as water facilities, sanitary sewer lines, natural gas pipelines, communication lines, fiber optic cable, telephone poles, electric facilities, or power poles need to be relocated prior to construction.

Identifies and contacts utility companies affected by highway construction projects to explain project plans, right-of-way, and agreements, and to answer any questions the companies may have.

Negotiates and prepares formal agreements related to utility relocation between the Nebraska Department of Transportation and the utility companies.

Provides technical assistance to utility companies and municipalities to ensure conformity with Nebraska Department of Transportation policies, State Statutes, and Federal requirements used in preparing and submitting utility estimates and rehabilitation plans.

Reviews and makes approval recommendations for utility relocation estimates, plans, and billings.

Attends and participates in pre-construction conferences and utility coordination meetings on project design to answer questions and explain design plans.

Updates the agency's computer systems with utility information for highway construction projects.

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

Knowledge of: NDOT Roadway Design Standards; basic engineering terminology; the development process of a complete set of plans; basic engineering principles related to design and construction of projects; agency, state, and federal guidelines, policies, and regulations regarding the location and relocation of utilities; right-of-way; appraisal; negotiation techniques.

Skill in: operating the agency's computer systems.

Ability to: proactively review highway plans for potential conflicts, effectively and tactfully respond to inquiries at pre-construction conferences and utility coordination meetings; communicate effectively with the public, the utility industry, and NDOT technicians and engineers; read and interpret highway plans.

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

High school education or the equivalent AND education or experience in plan reading and highway construction.

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HIGHWAY UTILITIES COORDINATOR II

A57542

[DISTINGUISHING CHARACTERISTICS:](#) (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under limited supervision by the Utilities Professional Engineer, identifies and arranges for the relocation or removal of utilities to accommodate construction activities for highway construction projects, including the most complex such as urban or interstate projects; performs related work as required. Manages Utilities aspect of NDOT State Highway projects and coordinates with contractors, utility companies, consultants, designers, and NDOT engineers to establish appropriate remediation of utility conflicts. Assists designers to draft and update utility plans to accurately reflect locations of utilities within a project area.

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.)

Provides assistance to, answers questions from, and advises Highway Utility Coordinator I's in utility relocation work.

Attends plan-in-hand inspections of proposed highway construction projects to determine if any utilities such as water facilities, sanitary sewer lines, natural gas pipelines, communication lines, fiber optic cable, telephone poles, electric facilities, or power poles need to be relocated prior to construction.

Identifies and contacts utility companies affected by highway construction projects to explain project plans, right-of-way, and agreements, and to answer any questions the companies may have.

Negotiates and prepares formal agreements related to utility relocation between the Nebraska Department of Transportation and the utility companies.

Provides technical assistance to utility companies and municipalities to ensure conformity with Nebraska Department of Transportation policies, State Statutes, and Federal requirements used in preparing and submitting utility estimates and rehabilitation plans.

Reviews and makes approval recommendations for utility relocation estimates, plans, and billings.

Attends and participates in pre-construction conferences and utility coordination meetings on project design to answer questions and explain design plans.

Updates the agency's computer systems with utility information for highway construction projects.

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

Knowledge of: basic engineering principles related to design and construction of projects; agency, state, and federal guidelines, policies, and regulations regarding the location and relocation of utilities; right-of-way; appraisal; negotiation techniques; methods and techniques used in utility relocation.

Skill in: project management; operating the agency's computer systems; negotiating agreements; basic CAD skills.

Ability to: proactively review highway plans for potential conflicts, effectively and tactfully respond to inquiries at pre-construction conferences and utility coordination meetings; communicate effectively with the public, the utility industry, and NDOT technicians and engineers; read and interpret highway plans.

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

High school education or the equivalent AND education or experience in plan reading, highway construction, and utility relocation.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

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: 01/95](#)

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 06/1997	Moved to new format	10/2024
Entire Series	Revised the entire specification by adding or removing language	11/2025