



Directly responsible to the Deputy Director – Operations.
 Promoting, coordinating, facilitating, and assisting in all Homeland Security activities.
 Formulating and implementing policies, procedures, and programs pertaining to Homeland Security.
 Administration and development of Departmental Emergency Operations Plan (DEOP).
 Assisting and coordinating information and activities for snow storms, floods and other emergencies.
 Coordinating state-level emergency and operations activities.
 Administering the statewide Adopt-A-Highway, hay harvesting and mowing programs.
 Preparing agreements with local governmental units who assume responsibilities for the maintenance of roads, streets, and bridges within their jurisdiction.

**INTELLIGENT TRANSPORTATION SYSTEMS
(ITS)/OPERATIONS SECTION**

Directly responsible to the Operations Division Manager.
 In coordination with the Department’s ITS Policy and Program Team, developing an annual ITS Program and delivering ITS projects as identified within the program.
 Managing and operating the Statewide Operations Center (SOC).
 As part of the SOC, coordinating the development and implementation of policies and procedures regarding emergency and non-emergency incidents on the Interstate and highway transportation systems.
 As part of the SOC, coordinating incident management responses with SOC personnel, District personnel, the District 2 Traffic Operations center, Nebraska State Patrol and other incident response agencies.
 Managing and maintaining the Department’s Advanced Traveler Information Systems; keeping the traveling public adequately informed using ITS devices and software programs.
 Managing and maintaining the Department’s ITS software systems including highway condition reporting system, advanced traffic management system, advanced traveler information system and the 511 system.

Managing and coordinating the Maintenance Decision Support System (MDSS) with the Districts.
 Collecting data and reporting on Department Strategic Plan performance measures, particularly the measures related to the Mobility goal (incident response and clearance times as well as congestion measures.)
 Coordinating statewide incident management activities, including development of incident management plans and Department staff training.
 Promoting, coordinating, facilities, and assisting in all ITS activities.
 Coordinating the development of policies and standards for the Department’s use of ITS technology.
 Coordinating the sharing of ITS information, data, and technology with other regional governmental entities.
 Coordinating with public and private sector entities to optimize the efficient use of ITS technology.
 Coordinating, participating, and conducting ITS research for the Department.
 Coordinating and supporting the statewide communications network.
 Preliminary designing of point to point data links for installation by contractor.
 Coordinating the purchase of all Division IT hardware and software.
 Maintaining the Divisions’ Information Technology (IT) hardware devices (personal computers, printers, and servers.)
 Providing user support to all Division staff concerning the use of the IT hardware and any software products loaded or used by the Division staff.
 Working in association with the Business Technology Support Division’s (BTSD) Technical Support Unit in implementing Department-wide IT Policies & Standards.

MAINTENANCE MANAGEMENT SECTION

Directly responsible to the Operations Division Manager.
 The Maintenance Management Section is responsible for:
 Maintaining and upkeep of the Rest Area manual.
 Maintaining and upkeep of the Maintenance Manual.

Assist the Operations Division Manager with emergency coordination of resources during emergency activities.
 Is responsible for the oversight of the Capital Facilities Unit, Fleet Management Unit, Procurement Unit, and Facilities Maintenance Unit.
 The Capital Facilities Unit is responsible for:
 Coordinating, facilitating, assisting and administering the Capital Facilities design and new construction program.
 Assisting with statewide capital facilities and maintenance projects.
 Maintaining design and construction records of new facilities and records of the condition and adequacy of present facilities.
 Assisting in preparation of budget recommendations for capital facilities new construction in accordance with the Capital Facilities Development Policy Manual.
 Coordinating and/or assisting in statewide rest area and scale maintenance, construction, and related activities.
 Review shop drawings for remodeling and electrical upgrades.
 Modifying existing buildings to comply with the Americans with Disabilities Act.
 The Procurement Unit is responsible for:
 Development and process of service/maintenance contracts.
 Initiating actions relative to the procurement of all stocked and nonstocked items required by the Department.
 Developing stock and procurement requirements.
 Maintaining the Department’s supply catalog.
 Identifying and recommending disposition of surplus and obsolete supplies, hazardous waste and materials in the Department’s statewide inventory system.
 Promulgating and supervising the execution of approved procurement and inventory control policies and procedures.
 Procuring materials and services via the local purchase method.
 Planning and conducting a “cyclic” inventory of all Lincoln and statewide supply base inventory assets.
 Receiving, storing, issuing, and securing and inventory of supplies and materials in the Department’s supply base system.

Operating the Department’s intrastate delivery service.
 The Fleet Management Unit is responsible for:
 Establishing and publishing procurement and inventory procedures for gasohol and diesel fuel for the Department.
 Maintaining central procurement control over the Department’s office equipment and major shop equipment.
 Administering the State Gas System and the Voyager Fleet Credit Card System.
 Planning, coordinating and conducting the annual physical inventories of office equipment, major shop equipment, and all other accountable assets using the statewide inventory system.
 Determining requirements for specialized equipment to improve maintenance operations and preparing requisitions.
 Managing the Department’s fleet.
 Coordinating the underground fuel storage tank replacement program.
 Developing specifications for and requisitioning of all numbered equipment, components, accessories, and shop equipment.
 Supervising the Equipment Repair Shop operations.
 Operating the cold milling machine and related equipment statewide and coordinating the operation with district personnel.
 Coordinating and managing the Department’s reclamation and disposal programs.
 The Facility Maintenance Unit is responsible for:
 Maintenance, remodeling, improvement, janitorial, and grounds upkeep of the Central Complex and Hill campuses.
 Planning and coordinating all snow removal activities for the Central Complex and Hill campuses.
 Maintain all sidewalks, parking lots, streets and lighting at the Central Complex and Hill campuses.
 Maintain HVAC and other building systems at the Central Complex and Hill campuses.
 Assisting in preparation of budget recommendations for maintenance of the facilities at the Central Complex and Hill campuses.