



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.

OPERATIONS SUPPORT SECTION

Directly responsible to the Operations Division Manager.

The Operations Section 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.

Maintenance, remodeling, improvement, janitorial, and grounds upkeep of the Central Complex and the complex located at 5001 South 14th.

Modifying existing buildings to comply with the Americans with Disabilities Act.

Review shop drawings for remodeling and electrical upgrades.

Coordinating and supporting the statewide Department radio and communications network, including approval of F.C.C. frequency assignments for other public agencies.

Maintaining and repair of facilities for communications and traffic signal equipment.

Overseeing RWIS operations and schedule installation, repair, and preventive maintenance of electronic equipment

Preliminary design of point to point data links for installation by contractor.

INTELLIGENT TRANSPORTATION SECTION

Directly responsible to the Operations Division Manager.

Coordinating the purchase of all division's IT hardware and software.

Assembling, installing, and maintaining the division's Information Technology (IT) hardware devices (personal computers, printers, and servers).

Installing all software associated with the division's IT hardware.

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.

Work in association with the Business Technology Support Division's (BTSD) Technical Support unit in implementing department-wide IT Policies & Standards.

Maintaining the division's IT hardware inventory.

In coordination with the department's ITS Policy and Programming Team, assessing planning, and implementing ITS technology.

Coordinating and assisting in maintenance of installed ITS technology.

Promoting, coordinating, facilitating, and assisting in all ITS and transportation technology 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 research in ITS and transportation technology for the department.

Serving as a source for information regarding the latest technologies, policies, and plans for ITS and transportation technology in Nebraska.

MAINTENANCE SECTION

Directly responsible to the Operations Division Manager.

The Maintenance Section is responsible for:

Developing policies and procedures for the maintenance safe rest area wastewater treatment plants and drinking water systems and the adherence to the Nebraska Department of Environmental Quality (NDEQ) and Health and Human Services System regulations regarding these systems.

Reviewing site investigations and remediation prepared by consultants.

Administering ground water remediation and complying with NDEQ rules and regulations.

Coordinating formation of Spill Prevention Control and Countermeasures (SPCC) plans required by EPA.

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.

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 and conducting a "cyclic" inventory of all Lincoln and statewide supply base inventory assets.

Planning, coordinating and conducting the annual physical inventories of office equipment, major shop equipment, and all other accountable assets using the statewide inventory system.

Receiving, storing, issuing, and securing an inventory of supplies and materials in the Department's supply base system.

Operating the Department's intrastate delivery service.

Operation of the Engineering Equipment Repair Shop.

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.