

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Engineering Contract Technician Position Number: 2010, 31012

Location: Headquarters Department: Transportation

Division and Bureau: Engineering / Construction Engineering Services Bureau

Section and Unit: Engineering Construction Contracting Section

Job Overview: This position serves as an Engineering Contract Technician within the Engineering Construction Contracting Section (ECCS) of MDT's Construction Engineering Services (CES) Bureau. The position provides contract development; project plan package development and advertising; bid letting development, evaluation, monitoring, quality assurance, technical assistance, training services and information management. Duties may also include providing a range of contract support services and performing a variety of other duties as assigned. The position reports to the ECCS Supervisor.

Essential Functions (Major Duties or Responsibilities):

Contract Development Support Services - 45%

- Coordinates the compilation, review and dissemination of all stages of contracts and plans for final bid letting to ensure accuracy, timeliness, efficiency and compliance.
- Coordinates the Invitation for Bid and bid letting procedures to ensure accuracy, compliance, and timeliness. Verifies information in public bid proposals, compiles and distributes bid packages, and researches and responds to questions from contractors and others. Determines appropriate contract requirements, coordinates information exchange by posting to website and distributes hard copies of legal advertisement and other data pertinent to bidding on a project and summarizing the results of bid letting. Research and review bid letting information for accuracy and completeness.
- Prepare preliminary and final plan packages to ensure accurate, timely, and efficient distribution of information. Compiles, integrates, and manages electronic files from all involved work groups and produces the final electronic bid packages. Responsible for setting up guidelines based on coverage in newspapers for legal advertising across the state. Maintains Question & Answer Forum and posts appropriate information on website to ensure every contractor receives the same information. Responsible for developing and following guidelines for legal advertising, works with Civil Rights to determine DBE Aspirational Goals for each project. Determines the type of newspaper coverage that is needed due to project size, type and location.
- Reviews and assesses public contract bid proposals for completeness and compliance with bidding requirements, policies, procedures, contract and administrative requirements. Identifies errors and deficiencies, resolves routine problems, and refers complex or

contentious compliance issues to the CES Bureau Chief or ECCS Supervisor for resolution. Research project plans and specifications to determine the type of insurance and bonding requirements (e.g., general liability limits, owner and contractor protective coverage, and railroad protective coverage), by reviewing and analyzing standard specifications and project specific specifications. Ensures compliance with timeframes, performance and other contract requirements. Works with MDT legal staff to ensure the contract language is accurate and includes all required information. Ensures the Railroad insurance requirements meet the project specifications for projects that are located by or on the Railroad. This position must verify that all contractual requirements are completed correctly before the contractor can begin work.

- Communicates with prime contractors, bonding companies, Transportation Commission designees, and others to verify project status; respond to information requests from subcontractors, suppliers, and other appropriate parties; and advise on information about projects and lettings. Responsible for making sure the necessary contractual documents are submitted before construction starts and any payments are made to the contractor. Files the project bond with the County Treasurer's office. Develops and presents necessary instructions on web site navigation, bid preparation, how to download files, and troubleshoots navigation and download issues.
- Develops recommendations for improving bid letting, monitoring, and contract administration processes and procedures. Evaluate operational problems, compliance deficiencies, data management systems, etc. to identify trends, opportunities, and solutions. Advises project staff, local agencies, and others on contract requirements, and compliance issues. Regularly considers more efficient ways to do business, putting pertinent notices on the monthly advertisement, making recommendations on how to improve the advertising process and how to disseminate information internally and externally. Recommend changes or enhancements to current business practices when trends are identified.
- Initiates and completes final review of contracts with CES Bureau Chief and ECCS Supervisor. Ensures appropriate vendor documentation is received and distributes copies of the contract for appropriate signatures through DocuSign. Converts the information to a secure format that can be easily accessed on the web site and the final awarded copy can be distributed and archived electronically.
- Reviews the rating and performance of contractor insurance companies to ensure financial soundness, and ensures underwriters are properly licensed to do business in Montana. Distributes electronic files to Construction, District Administrator, FHWA, and other involved individuals to notify them of the award after final review and approval of insurance and bond requirements.

Information Systems Support - 45%

- Develops a variety of informational materials to promote participation in bid letting, understanding of contracting processes and procedures, and compliance with State and federal requirements. Plans production of online media. Conforms to inflexible timelines set to comply with Federal and State laws.
- Designs contract forms, templates, and technical references for use in contract development and monitoring. Determines specific requirements for each form/template, designing concise and understandable layouts, and ensuring compatibility with related systems (e.g., databases, websites, etc.).

- Maintains electronic and manual records management systems, including databases, correspondence, reports, contracts, and confidential materials to ensure effective storage and retrieval of information by establishing and monitoring records management procedures and timelines for retention, disposal, and/or transfer. Ensures public access to files while preserving confidentiality of certain documents. Electronically archive files going to the Project Content Management System (PCMS) and organize the share drive for electronic records management systems.
- Designs, develops and modifies information and outreach materials to promote contract participation and disseminate information. Assesses contractor information needs and Department outreach objectives; develops and designs online information materials; establishes and maintains formats and templates for cyclical publications (e.g., construction notices, legal advertisements, bid addenda, etc.); and oversees webpage maintenance.
- Provides consultation and technical assistance to Department personnel, contractors, members of the public and others on issues related to bid and contract compliance regarding applicable state laws, standards, and requirements. Provides procedural guidance, explains bid letting and contract award requirements, and recommends options and alternatives based upon individual contractor needs.
- Coordinates advertisement, bid letting, contract monitoring, and data management system operations and procedures. This includes operation, maintenance and archiving of extensive data files, queries, merges, and reporting functions; initiates the posting, review, and responses to questions through the online Q&A Forum; and troubleshooting technical problems (e.g., corrupted files, software conflicts, network connections, etc.). This also includes training new contractors on the bid letting process, downloading the software and self-extracting bid files, entering information and determining initial responsiveness of the contractor's bid.

Other duties as assigned - 10%

This position performs a variety of other duties as assigned by the CES Bureau Chief and Section supervisor in support of the Department mission and Division objectives.

Supervision: This position does not directly supervise others.

Physical and Environmental Demands: This position functions in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

The position requires knowledge of federal and state contract requirements; contract development; applicable laws, rules and regulations; fiscal and accounting practices; federal funding requirements; data and records management; procurement; office management; computer software use; computer troubleshooting techniques and tools; professional business process automation; data processing; information systems development, implementation, and maintenance; and public user support and training.

This position requires skill in organizing and coordinating multiple projects related to contract development; project advertisement and award; office management; effective written and verbal communication skills; and effective customer service.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Associate or Bachelor's Degree in Engineering or Construction Technology, Computer Technology, Business Administration, Contract Administration or a related field.

This position requires a minimum of 3 years of experience in engineering technology, contract or business administration or other related experience.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

☐ Fingerprint check

☐ Valid driver's license

☐ Background check

☐ Other; Describe.

035-MFPE Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Wade Salyards ECCS Supervisor 7/17/25

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Engineering Contract Specialist

Job Code Number: D2J011

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☐ Telework Available

☒ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached.

Human Resources:

Signature

Title

Date