

STATE OF MONTANA

JOB DESCRIPTION

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

Job Title: Civil Engineering Specialist IV

Locations: Various

Department: Transportation

Division and Bureau: Highways & Engineering

Section and Unit: Road Design Section

Position Numbers: 32027; 32064; 32066; 32074; 32076; 32078; 32080; 53061

Job Overview: Positions in the assigned bureau or district are responsible for complex road design, construction cost estimating, scheduling, and preparation of construction contract plans and proposals. Incumbents work closely with Design Project Managers or District Projects Engineers in all areas of duties assigned including collaboration, mentoring and providing technical road design support to other project team members and Engineering Division staff. Incumbents have the skill and discipline to work independently, under the supervision and direction of a Design Project Manager or District Projects Engineer.

Essential Functions (Major Duties or Responsibilities):

Preconstruction and Construction Engineering Support and Technical Expertise - 50%

- Work will normally be within a specific headquarters bureau or a district. Specific duties will be assigned commensurate with the job overview and as assigned to meet the needs of the assigned bureau or district. The work described below is performed simultaneously to varying degrees.
- Apply engineering judgment and experience in the performance of engineering research, analysis, investigation and design as assigned.
- Clearly communicate recommendations and consultation necessary to efficiently and effectively manage Department risk and support delivery of the Federal Aid Program.
- Provide technical and professional innovative solutions and recommendations during all phases of project delivery.
- Monitor project delivery and provide engineering insight to ensure the wide variety of necessary technical expertise and deliverables are within the limits imposed by federal, state, and local guidelines or standards. Coordinate with and assimilate information from federal, state, and/or local cooperating agencies.
- Perform project risk management relative to MDT's construction program.
- Ensure project engineering meets the project purpose and need, and design intent.

Coordination and Mentoring - 20%

- Function as a resource providing extensive guidance on technical issues and the use of software, hardware and other technology.
- Assess staff training needs within the assigned unit or section and provide recommendations to supervision.
- Mentor other staff for training and career development and advancement.

Bureau Assistance and Quality Control - 30%

- Support, analyze, and submit Department quality assurance recommendations reflected in policies, guidance, practices, and procedures.
- Provide quality control supporting effective and efficient delivery of the Federal Aid Program.

Supervision: This position does not supervise others.

Physical and Environmental Demands:

- Carrying and lifting light items (less than 10 lbs., i.e., paper, books, and small parts).
- Remaining seated for extended periods of time, with occasional walking, standing, and bending.
 - Walking over uneven terrain or in water
- Travel within the state to project locations, out of town bid lettings, and out of state travel by airline to national conferences and meetings up to 10% of the time.
- Interact with the public on a regular basis.

Knowledge, Skills and Abilities (Behaviors):

- Advanced knowledge and application of MDT and MDT Engineering Division policies, guidance, practices, and procedures.
- Considerable knowledge of the theory, principles, and practices of roadway design engineering.
- Comprehensive knowledge of the professional disciplines within MDT including the ability to interpret, consolidate and coordinate data provided by others, whether at MDT, other state agencies, other federal agencies, consultants, private citizens and/or local officials.
- Ability to interpret AASHTO, federal and state, and other resource guidelines.
- Ability to communicate to technical and non-technical audiences.
- Ability to exercise sound engineering judgement when developing solutions to complex engineering problems, including those involving contextually sensitive issues.
- Ability to work collaboratively and independently to perform and complete assigned tasks.
- Ability and skill in making decisions in a timely manner to avoid a negative effect on construction and engineering operations.
- Ability to meet inflexible deadlines and multi-task with accuracy in all aspects of assigned work.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Civil Engineering or a related field.

Four (4) years of experience in progressively responsible roadway design engineering.

Certifications, licensure, or other credentials include: EIT or proof of passage of the Fundamentals of Engineering exam is required.

Alternative qualifications include: None

Special Requirements:

- | | |
|---|---|
| <input type="checkbox"/> Fingerprint check. | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe. |
| 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.

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 Analyst 2 **Job Code Number:** D25012

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

- | | |
|---|---|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached. |

Human Resources:

Signature	Title	Date
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