

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: Alternative Project Engineer Position Number: 40017/40027 Location: Helena*

Department: Montana Department of Transportation

Program Area and Bureau: Project Development & Delivery/ Consultant Design Bureau

Section and Unit: Alternative Contracting Section

Job Overview: This position serves as an Alternative Project Engineer for the Consultant Design Bureau. The position performs project management duties to develop and complete multiple concurrent, complex, and multi-discipline transportation-related alternative delivery projects with multiple separate alternative delivery firms simultaneously. The position is responsible for developing, directing and monitoring state-wide diverse and complex projects; developing, negotiating, executing, and administering Design-Build (DB), Progressive Design-Build (PDB), Construction Manager/General Contractor (CM/GC), and Independent Cost Estimator (ICE) contracts state-wide. In addition, the position may manage or assist in managing consultant design projects through MDT's Transportation Alternatives and/or Consultant Plans Sections. This position allows the successful candidate to telework up to two (2) days per week, pending supervisor approval and completion of a 6-month probationary period, if applicable.

*Alternative locations in a District Office may be considered.

Essential Functions (Major Duties or Responsibilities):

Project Development - 40%

Develop and administer alternative contracting projects including scoping, advertisement, selection, and administration.

- Develop comprehensive alternative contracting proposals, including contract documents, request for qualifications, and request for proposals in accordance with Department, State, and Federal requirements and engineering standards. Develop the proposed scope of work for projects, based on the input received, knowledge of design criteria and site constraints, results of environmental evaluations, and purpose and need. Acquire the necessary approval for the scope of work and any proposed changes. Forecast risk associated with project scope, schedule, budget and implement measures to mitigate risk.

- Evaluate statements of qualifications, technical proposals, bid price proposals, and cost estimates developed by Firms for sound engineering judgement, constructability and conformity with all state and federal regulations.
- Develop engineering construction cost estimates to establish reasonable rates, quality standards, and other specifications for design and construction.
- Direct and oversee compilation, advertisement, and information management of proposals to ensure effective contract management procedures. Ensure all necessary documents, permits, Project Specific Agreements, City Agreements and County Resolutions, right of way, funding and other legal requirements are secured prior to advertising of alternative contracting projects. Authorize legal advertising of bids, approve nature and scope of advertising, and ensure efficient responses to questions from agency staff and prospective bidders.
- Coordinate with Department staff as necessary to evaluate proposed changes and resolve deficiencies within contract documents, RFPs, proposals, plans, specifications, and estimates. Establish standards and timelines for final contract review and responses, guide and direct review procedures, mediate disputes, and ensure that final bid packages reflect the Department requirements, State and federal standards, and the best interests and cost effectiveness of the statewide transportation system.
- Ensure technical and bid price proposal packages are complete and accurate with regard to engineering, contract, and administrative requirements. Provide engineering review of RFP's, proposals, standard specifications and special provisions, and develop timeframes, performance and bid bond requirements, penalties, and other contract administrative requirements.
- Coordinate stakeholder, public relations and information dissemination activities to ensure the proper flow of accurate information and to increase involvement and cooperation. Participate in public meetings by answering questions related to project location, environmental impacts, completion targets, design details, and other issues. Communicate complex engineering ideas and concepts to Department staff and the public with varying levels of knowledge and education. Facilitate resolutions to issues and manage necessary changes to the project in order to keep project viable.
- Obtain necessary approvals from local, state, federal agencies and other stakeholders regarding planned and proposed construction projects. Prepare and review agreements between the department and counties/cities (and other agencies e.g., Forest Service, FWP, DNRC, etc.) for projects. Interpret and reconcile conflicts between various regulations, guidelines, and demands of other agencies (AASHTO, FHWA, FWP, EPA, etc.).
- Direct, plan, and oversee project development to ensure that the scope, schedule, budget and quality of work is completed to meet the purpose and need of projects in accordance with all appropriate engineering, environmental, and regulatory requirements. Analyze and weigh all information and recommendations and make a decision that results in the best outcome for the project, the Department, and all stakeholders.

Contract Development and Administration – 40%

- Research and analyze engineering standards and procurement requirements. Apply engineering service and alternative contracting procurement processes in the selection of Alternative Contracting Firms. Develop and implement project construction contracts to ensure that qualified Firms are selected meeting state and federal standards.
- Develop independent design cost and time estimates for projects to use in negotiating Alternative Contracting contracts. Review and negotiate scope of work, schedule and budget with Firms in the development of Alternative Contracting projects. Determine project quality plan with Firms to ensure delivery of a quality product which takes into account risk. Negotiate terms within general project parameters and achieve consensus between Firm and MDT on revised terms.
- Prepare contracts and amendments to alternative project contracts ensuring accurate and legal documentation of project requirements. Monitor work performed to ensure compliance with the contract as well as federal and state regulations and policies.

Consultant/Contractor Supervision - 15%

Evaluate assigned alternative contracting projects during each major project phase. Develop and administer alternative contracting oversight, technical assistance, quality control, and lessons learned.

- Evaluate assigned alternative contracting projects during each major phase of construction and provide professional and technical assistance to Department staff and Firms to ensure compliance with established policies, regulations, plans, and project specifications.
- Provide engineering oversight review and guidance to Districts and design staff on road, environmental, design standards and materials requirements to identify how they relate to project needs and activities. Develop changes in scope and draft clarifications and addenda. Provide mentoring services. Provide engineering design advice and technical assistance to District Offices, county commissioners, individuals, contractors, consultants, and others regarding project design and construction practices; alternative contracting procedures; contractor monitoring; and construction regulations, codes, and criteria.
- Develop and promote uniform contract administration measures related to materials, procedures, safety measures, and other project elements to ensure full compliance with all requirements for federal aid. Monitor the effectiveness of contract administration policy and procedures and make recommendations to improve efficiency or cost effectiveness.
- Correspond with state and federal agencies to obtain or furnish information regarding alternative contracting projects and MDT and federal standards and requirements for design and construction specifications. Provide assistance to cooperating agencies on engineering design, materials, contract administration and related activities. Maintain liaison between Field construction crews, FHWA and design personnel to foster effective communications. Serve as a contact and information point for district staff and other MDT divisions on construction standards and specifications for alternative contracting projects.
- Establish and adjust (as necessary) project priorities, negotiate and establish deadlines, and conduct advanced engineering review of work products to determine the overall adequacy of the approach and concept behind the design and the technical adequacy of the information. Make timely and technical decisions to meet project deadlines and budget.

- Directly supervise Firms hired for Alternative Contracting project. This involves reviewing work and submittals, ensuring Firms have the information and other resources necessary to complete assigned projects, negotiating and resolving problems and contract disputes, and initiating corrective action to bring Firms into compliance with agreements.
- Direct and oversee the preparation of reports, studies, summaries, research proposals, special reports, plans, specifications and estimates related to Alternative Contracting projects to ensure sound judgment and engineering and construction practices are incorporated. Review all submittals prepared by Firm to identify and correct errors and ensure the data is clear and meaningful.
- Review, process and approve project invoices. Interpret and analyze invoices to determine if hours and expenses billed are appropriate and accurate in comparison to the work product produced and are in compliance with federal and state regulations. Ensure inappropriate and/or fraudulent charges are not included.

Other Duties – 5%

- Performs a variety of other engineering and project management activities as assigned.

Supervision

This position directly manages Alternative Contracting Firms and independent cost estimators. The position collaborates with Department staff. Further, the position manages and oversees all aspects of design development, risk mitigation, cost development, advertisement and award for alternative delivery projects. This position supervises multiple Design-Build (DB), Progressive Design-Build (PDB), Construction Manager/General Contractor (CM/GC), and Independent Cost Estimator (ICE) projects for MDT.

Employees earn 50% of their time spent in these positions towards direct supervisor experience at MDT.

Physical and Environmental Demands:

- Travel within the state to project locations.
- Performing complex engineering analysis and application of sound engineering judgement
- Performing complex negotiations with people to gain acceptance of project ideas, connect with others, and resolve differences.
- Interpreting complicated and complex technical papers, manuals, and publications and communicating complex engineering ideas and concepts to sponsors, staff, interest groups and the public with varying levels of knowledge and education
- Stress from the responsibility of making decisions that affects public health and safety.
- Ability to multi-task and meet inflexible deadlines

Knowledge, Skills and Abilities (Behaviors):

This position requires extensive knowledge of the theory, principles, methods and techniques of civil engineering for the design and construction of transportation projects. Considerable knowledge of negotiation principles and techniques and laws relating to preparation of engineering contracts. The position also requires knowledge of state and federal contracting procedures; technical and legal documentation standards; principles of negotiation and conflict management; and knowledge of MDT internal organization and functions.

This position requires the ability to develop and manage diverse projects; applying analysis and professional judgment to draw conclusions and make recommendations; program planning and management, developing and organizing procedures; assessing construction plans and projects; short and long-term project planning; performance assessment and monitoring.

This position requires the ability to develop comprehensive solutions to complex engineering and construction problems; utilize effective techniques and procedures to achieve goals and objectives; identify root causes of problems and develop alternate solutions; communicate effectively orally and in writing; facilitate diverse interest groups to make project decisions; negotiate; develop and deliver presentations; demonstrate leadership by recognizing and initiating activities to accomplish objectives, motivating peers, and working to maintain a positive work culture; work effectively in a high stress and multi-task environment.

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.

This position requires a minimum of five (5) years of progressively responsible experience including project planning, design, or construction. This position requires a minimum of one (1) year of supervision or team lead experience.

Certifications, licensure, or other credentials include: **Licensure as a Professional Engineer in Montana is required, or Licensure as a Professional Engineer in another state and the ability to obtain a Montana license within 6 months of being hired. DBIA certification is preferred for this position.**

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications. This does not preclude the required licensure as a Professional Engineer in Montana.

Special Requirements:

☐ Fingerprint check

Union Code

☐ Background check

☒ Valid driver's license

☐ Other; Describe

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.

Kelly Williams

Consultant Design Engineer

September 19, 2025

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.

Aubrey Yarger

Alternative Contracting Section Supervisor

September 18, 2025

Employee	Title	Date
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Human Resources Review

Job Code Title: Engineering Supervisor

Job Code Number: D2502M

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
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