

# 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: Fleet & Facilities Program Manager**

**Position Number: 41020**

**Location: Helena**

**Department: Transportation**

**Division: Asset Strategy, Operations & Maintenance**

**Bureau: Facilities & Equipment**

### **Job Overview:**

The Fleet and Facilities Program Manager provides strategic leadership and executive oversight of MDT's statewide fleet and facilities programs. This position directs the planning, acquisition, operation, maintenance, and lifecycle management of over 200 MDT facilities valued at \$200M+ and a diverse fleet of 4500+ units valued at \$400M+. Responsible for statewide strategic planning, capital investments, regulatory compliance, operational excellence, and workforce leadership. The Program Manager reports to the Operation Manager for the Asset Strategy, Operations and Management Program and directly supervises 5 employees.

### **Essential Functions (Major Duties or Responsibilities)**

#### **Strategic Program Oversight      45%**

- Establish and lead comprehensive statewide strategies for facilities and fleet, ensuring alignment with MDT's mission, asset management principles, and long-term capital investment goals.
- Direct short- and long-range planning for new facilities, major building projects, equipment acquisitions, and replacement
- Collaborate closely with the Asset Strategy Program Manager and staff to ensure alignment of fleet and facilities programs with MDT's long-term asset management goals.
- In coordination with the Fiscal Services Division, oversee the development of internal service fund equipment rental rates in coordination; monitor rate performance and cash balances.
- Evaluate asset data quality, identify gaps, and direct efforts to improve system accuracy and integration across programs.
- Develop and present legislative proposals, budget packages, and testimony before the state legislature.

- Lead long-term capital planning efforts that integrate facilities, fleet, and asset management strategies into MDT's overall mission.
- Direct innovative solutions (e.g., alternative fuels, building energy systems, AI-driven fleet diagnostics) in alignment with MDT's strategic goals.

### **Facilities Program Oversight 20%**

- Lead the planning, design, construction, and maintenance of MDT facilities statewide, including Helena Headquarters, district/area offices, section houses, and rest areas.
- Direct environmental compliance programs (hazardous materials, fuel storage, underground storage tanks, stormwater, and sustainability practices).
- Manage security systems, building safety, and energy conservation programs across all MDT facilities.
- Oversee long-range facilities capital improvement planning in partnership with the Department of Administration.
- Develop and oversee energy efficiency and conservation plans, ensuring compliance with sustainability targets and cost-effective operations.
- Incorporate resiliency planning for facilities to address climate, security, and disaster recovery risks.

### **Fleet Program Oversight 20%**

- Direct the statewide equipment program, including procurement, specification development, assignment, utilization, maintenance, and retirement of MDT and Motor Pool fleets.
- Provide technical leadership on equipment specifications, preventive maintenance programs, fabrication shop functions, and warranty negotiations.
- Optimize fleet operations through data-driven decision-making and lifecycle cost analysis. Represent MDT at state, regional, and national fleet management forums.
- Guide the transition toward more sustainable and cost-effective fleet solutions.
- Benchmark MDT's fleet practices against national peers and implements best practices for operational efficiency.
- Oversee the integration of advanced technologies such as telematics, sensors, and data analytics to improve fleet utilization, predictive maintenance, and facility efficiency.
- Pilot and scale innovative solutions (e.g., alternative fuels, building energy systems, AI-driven fleet diagnostics) in alignment with MDT's strategic goals.
- Ensure responsible adoption of new technologies in compliance with state and federal standards.

### **Staff Management 10%**

- Supervise leadership staff, professional staff and technical staff by providing vision, mentorship, and accountability for program performance.
- Ensure effective workforce development, training, and succession planning across both facilities and fleet functions.

- Promote a culture of safety, accountability, innovation, and customer service.
- Implement effective change management practices across fleet and facilities programs, ensuring modernization and workforce readiness.
- Develop career pathways and succession planning strategies to strengthen statewide technical and leadership capacity.
- Lead cross-functional teams and inter-bureau initiatives that require coordination of facilities and fleet, including IT, and fiscal staff.

## **Other Duties            5%**

Performs a variety of other duties assigned by the Operations Manager and Director in support of the Department mission and objectives.

### **Supervision:**

The number of employees supervised is: 5 direct reports, up to 47 FTE indirect reports.

The position numbers of each supervised employee are: 66311, 41020, 41004, 66314, 66317

### **Physical and Environmental Demands:**

Duties are performed in a typical office environment.

Some travel around the state to visit sites to look at physical assets.

Some out-of-state travel to attend conferences and training.

### **Knowledge, Skills and Abilities (Behaviors):**

- Comprehensive knowledge of fleet management, facilities planning, construction, environmental compliance, and capital financing, along with expertise in budgeting, fiscal management, and lifecycle asset strategies.
- Strong leadership, negotiation, and communication skills are essential, with the ability to represent MDT at executive and legislative levels.
- Ability to manage multiple high-value programs, resolve complex operational and fiscal conflicts, and translate technical and financial data into actionable strategies for diverse audiences.
- Proficiency in risk-based prioritization, performance-based investment planning, and emerging technologies such as AI, telematics, sensors, and automation.

### Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically required through a combination of education and experience equivalent to a bachelor's degree in mechanical engineering, civil engineering, business, public administration, diesel tech, equipment management or related field.

This position requires a minimum of 6 years of related experience. This position requires a minimum of 3 years of progressively responsible management experience.

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

### Special Requirements:

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|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check  | <input type="checkbox"/> Other; Describe        |
| none    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.

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

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Facilities Manager**

**Job Code Number: A3102B**

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:**

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**Signature**

**Title**

**Date**