

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 Project Manager (EPM)

Position Number: 59049, 59045, 59051, 59047, 59048, 59046, 53003, 53006, 53008, 53004, 53005, 53009, 57014, 57017, 57020, 57019, 57016, 57018, 57015, 55023, 55022, 55021, 55020, 55024, 55018, 55019, 55017, 51014, 51015, 90148, 51017, 51020, 51019, 51016, 51018

Location: Statewide

Department: Transportation

Division and Bureau: District Construction

Job Overview:

The EPM position is responsible for managing construction projects to include making project level decisions, enforcing contract requirements, providing engineering oversight, managing staff and directing contractor(s) and ensuring the safety of the traveling public on highway and bridge construction projects in their assigned district. The average number of projects an EPM is responsible for are 5 projects with a total average value of \$20 million. Duties also include managing and directing staff, managing Consultant Engineering and Inspection (CEI) Administered projects, directing preconstruction and construction survey activities; assuring agency and state programs, laws and contract requirements are enforced. The position reports to the District Construction Engineer and manages various sized crews of between 5 and 10 FTEs and additional temporary employees as needed. The average crew size is 7 FTE regular employees.

Essential Functions (Major Duties or Responsibilities):

Project Management- 60%

Construction Project Management to include:

- Manage, implement, and enforce all Project specific contract requirements
- Manage, implement, and oversee the Project specific Partnering and Escalation/Issue Resolution Ladder and Disputes.

- Manage different Contracting methods used on Construction projects
- Manage and approve Project modifications, additions, and deletions through the Department's Change Order Process
- Manage the Department's Construction CEI projects as the Department's Project Monitor
- Manage and Approve Project Specific Design Changes
- Manage and Approve Contractor Payments
- Manage the Project's Finalization & Closeout Process
- Administer, manage, implement project specific Liquidated Damages (LD) Process
- Manage and implement project specific labor compliance program requirements
- Manage project specific subcontractor approval process
- Manage Project and Crew Charges, Budgets and Expenditures
- Manage Project Specific Environmental Compliance
- Manage Project Specific Safety Requirement for the Traveling Public
- Manage Project Specific Material Acceptance Requirements
- Manage the coordination of Project specific railroad involvement to ensure safety of construction operations and maintain compliance with agreements for use and access of railroad property.
- Review and evaluate Project value-engineering proposals to determine if they are feasible and merit further review. Implement approved value-engineering agreements with contractors.

Preliminary Engineering, Preconstruction Survey & Review and Evaluation of Plans and Special Provisions - 20%

- Evaluates assigned projects in the design phase through reviews during project PS & E process
- Conduct reviews of plans, specifications, and special provisions for planned and active construction projects to ensure projects are constructible (prior to award)
- Evaluates assigned projects through field reviews during each major project phase
- Assist with the development of right of way agreements and ensure compliance with them during construction. This position is required to ensure that the conditions of the agreement are adhered to.
- For assigned projects, direct preconstruction and construction survey activities to determine project requirements. Determine the layout of the project and provide information necessary for construction design.
- Calculate all the necessary information to layout the project on the ground using the designed parameters. Generate the engineering data to layout and construct the project in the field office using department software and procedures.
- Conducts and supervises pre-design and construction surveys and related activities by reviewing preliminary topography, hydraulics, bridge information, utilities, and photogrammetry surveys to establish traverse control, bench levels, cross sections, property ties, and control ties.

- Conduct and supervise digital terrain model surveys to develop 3-D models, plans, and profiles for construction projects.

Staff Supervision - 20%

- Directly supervise 5-10 full time employees.
- Establish and revise overall office work plans, priorities, and procedures, and monitor progress through meetings and consultations. Conduct staff meetings, disseminate data, and promote information exchange for support and advancement of goals.
- Conduct recruitment and selection activities for the crew.
- Establish objective, measurable, and observable performance standards for subordinates. Monitor and manage the performance of all positions directly supervised and complete performance appraisals.
- Coordinate or provide training for subordinates by assessing staff input and interests, professional development needs, and budget limitations. Develop or arrange training to meet these needs and ensure the efficient implementation of training programs.

Supervision

The number of employees supervised is: varies statewide

The position number for each supervised employee is: varies statewide

Physical and Environmental Demands:

Work is performed in an outdoor setting in all kinds of weather conditions; in and around heavy traffic; and in and around construction equipment with extensive noise, dust, and smoke. Construction inspection duties often require the use of extensive safety apparatus like full body harness and tie off for structure inspection, breathing apparatus near hazardous material inspection and hearing protection near heavy or loud construction equipment. Requires extensive travel between assigned project sites in order to oversee multiple sites (in excess of 2,500 miles per month). Requires working extended hours and on weekends and being away from home for extended periods of time. Work requires walking and standing on back slopes, in slopes, and structures under various stages of construction. Work often requires loading, hauling, delivering, and unloading heavy aggregate, asphalt and concrete samples. Office duties are performed in a field office environment, in vehicles, and in hotel rooms.

Knowledge, Skills and Abilities (Behaviors):

The position requires knowledge of the concepts and theories of the following engineering disciplines: Civil, Structural, Environmental, Mechanical, Chemical, Electrical, Hydraulic, Geotechnical, Traffic and Safety Design Engineering. The position requires knowledge of contract law and administration; the physical sciences; environmental rules and regulations; highway construction methods and techniques; highway and bridge design layout and surveying; Engineering Division policies and practices; state, federal, and AASHTO standards; project specifications; the Montana Materials Manual; the Montana Construction Administration Manual and Standard Specifications for Road and Bridge Design; highway planning processes; business administration; budget monitoring; computers including data collectors, laptop computers, PC, Total Stations, Microsoft Word, WordPerfect, MDT Survey Viewer, Serves Office, Survis Field, Windows NT Explorer, CADD Access Server, DOS, and various field and office engineering instruments; MDT and State personnel procedures and policies; organizational theory; employment law; public administration; collective bargaining agreements; labor relations; and personnel management practices and techniques; and a working knowledge of the functions and policies of other divisions and work units within the MDT.

The position requires skill in negotiation; project planning and administration; organizing and reviewing the work of others; and in the use of a programmable calculator, personal computer, and computer applications including Microsoft Office, the Montana State Estimate Program, Quality Assurance Program, Engineering Programs, and the Data Collector Survis Programs. The position requires ability to plan and direct administrative activities; develop and organize procedures; communicate effectively; manage multiple projects simultaneously; read and interpret plans, layouts and contracts; apply construction design principles to meet contract specifications; gather and evaluate information; devise practical solutions to problems; establish and maintain effective working relationships with employees, supervisors, other agencies, contractors, and the public; communicate effectively orally and in writing; carry out engineering analyses, studies and design projects and prepare associated reports; maintain electronic data bases and records and documents; gather and evaluate information; apply engineering concepts, techniques and procedures to non-routine and difficult circumstances and situations; to assume responsibility for a variety of engineering projects; and to supervise and inspect the work of contractors.

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 or construction engineering or related field.

This position requires a minimum of 4 years of experience in construction project management. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: Level IV Department Certification or Registration as a Professional Engineer.

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

Special Requirements:

List any other special required information for this position

- | | |
|---|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe _____ |
| <input type="checkbox"/> Union Position: Code _____ | |

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: Construction Supervisor

Job Code Number: S1101M

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