

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: Utility Engineering Supervisor

Position Number: 60014

Location: Helena Department: Transportation

Division and Bureau: Engineering / Right of Way Section and Unit: Utilities

Job Overview:

This position serves as the Utility Engineering Supervisor for the Right of Way Bureau and coordinates with other Department sections, Utility Companies and technical workgroups to ensure consistent and cohesive application of complex theories, methods, tools, and technologies as they relate to the utility relocation program.

Essential Functions (Major Duties or Responsibilities):

Program and Project Management – 50%

- Develops and recommend Department utility policies, procedures, and specifications that agree with State and federal requirements. Conducts periodic policy and procedure reviews to identify ways to streamline the Utility coordination process and provides technical input resulting in changes to the Utility Manual.
- Advises Utility Engineering Specialists and Utility Companies of various factors related to water quality, wetlands, hazardous waste, endangered species, archaeological/historical sites, and other issues requiring additional permits.
- Integrates proper utility coordination techniques during preconstruction project development to ensure cost-effective and timely project delivery while continually assessing utility issues related to changes in design.
- Oversees and reviews Utility Engineering Specialists' calculations of overhead and underground clearance of power lines and telephone lines to ensure proper clearance during and after highway construction. Reviews clearance of pipes by interpolating grades of storm drains, flow lines of pipes, cuts, fills and sub-cuts to determine utility conflicts with underground utility facilities.

- Oversees and reviews the computation of grades for storm drain trunk lines, laterals and ditches to determine utility locations and underground depths required when installing relocated utility/signal facilities. Reviews hydraulic data, performs necessary computations, and develops conclusions related to the appropriate facilities' depths and horizontal locations in accordance with Department standards and permitting guidelines.
- Negotiates, prepares and reviews Utility Relocation Agreements containing complex technical and financial components. Facilitates periodic Legal and Civil Rights reviews to ensure agreement language complies with state and federal requirements.
- Provides guidance and technical expertise on utility relocation, billing and permitting processes that involve special needs, opportunities, internal and/or external disputes or ambiguities. Reviews project details to identify potential incentives, disincentives, and utility plan changes; coordinates those changes with district, contractor, and headquarters personnel.
- Identifies and responds to notification of project deficiencies, conflicts, irregularities, or other problems; consults with utility personnel and section staff as necessary to develop solutions to project deficiencies. Authorizes scope changes, and resolves conflicts associated with design changes, and develops contract revisions as necessary to implement solutions.
- Directs the maintenance of extensive utility project files to ensure current and complete expiration dates, written and verbal correspondence logs, and other records in order to provide timely responses to detailed inquiries from utility/railroad representatives, project personnel, agency staff, and members of the public.
- Tracks utility and railroad certification for compliance with the Buy America Act ensuring Federal-aid funding.

Contract Administration – 20%

- Reviews and analyzes SUE, utility, railroad, construction, and right-of-way plans and contracts to determine the overall adequacy and constructability of proposed projects.
- Interprets highway plans to determine necessary and cost-effective re-routes and adjustments that facilitate planned highway construction projects. The incumbent may negotiate and justify adjustments to reach consensus on the best alternatives for relocation, railroad crossing surfaces, and construction projects based upon Best Engineering Practices.
- Approves cost estimates for utility relocations to provide location estimates for programming purposes.
- The incumbent determines modifications and adjustments to agreements and initiates design changes and contract revisions as necessary.
- Assess utility cost estimates and plans to ensure that terms and conditions of agreements are met and that the cost estimates represent the most economical method of relocation. Consults with utility company to correct errors.
- Develops utility agreements or assigns the District Utility Engineering Specialist to develop utility agreements to describe relocation work, cost sharing of work, special circumstances required by the contractor such as coordinated work.

- Resolves disputes with utility companies and contractors regarding the adequacy of work to ensure the overall quality, timeliness, and cost effectiveness of relocation, and construction projects.
- Commits the Department to modified or expanded work contracts for relocating utility facilities around sensitive environmental areas, historical sites, and other community interests to help resolve disputes with landowners and other affected parties.

Staff Supervision - 25%

- Directly supervises three Utility Engineering Specialists and one Designer (4.0 total FTE) by reviewing and revising overall section work plans, priorities, and procedures, and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of District and Department goals.
- Trains and advises the Utility Engineering Specialists in the Utilities Section regarding Utility relocation work and reimbursement, permitting utility occupancy of the highway right of way, and unit costs. Provides training on policy and practice, including the Utilities Manual, Montana Code Annotated, and Administrative Rules, as well as guiding principles and philosophy.
- Identifies staffing needs and recruits and hires employees. This involves ensuring compliance with State and federal employment and civil rights law throughout the hiring process, assigning personnel screening and selection committees, reviewing results and making final recommendations for hiring, and ensuring proper training and orientation of new employees.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Implements and monitors corrective actions including discipline and termination. Enforces disciplinary policies to ensure consistency in application of disciplinary action.

Other Duties - 5%

Performs a variety of other duties as assigned by the Bureau Chief and/or Utility Section Supervisor in support of the Department mission and Division objectives.

Supervision

The number of employees supervised is: 4

The position number for each supervised employee is: 60016, 60024, 60028, 60079

Physical and Environmental Demands:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone
- Ability to drive long distances

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision-making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Negotiating
- Instructing

Knowledge, Skills and Abilities (Behaviors):

KNOWLEDGE:

Extensive knowledge of the concepts and theories of highway engineering; high level mathematics; utility design and construction methods; applications of Road Construction plans, Right-of-Way plans and Cross-sections; state and federal regulations pertaining to utility placement and relocation; right-of-way acquisition; project management; contract administration and claims management; environmental issues and regulations as they apply to road construction and utility relocation projects; and state personnel procedures and policies, personnel management practices and techniques. The position also requires knowledge of the principles of negotiation and conflict management.

SKILLS:

This position requires skill in directing, organizing, and coordinating multiple staff and projects; examining, interpreting, and translating technical/legal information to broad audiences, standard office software applications (e.g., word processing, database, etc.), analyzing and interpreting statistical information, and written and verbal communications.

ABILITIES:

This position requires the ability to develop effective techniques and procedures to achieve goals and objectives; to provide clear directions, technical assistance, and guidance to team members to ensure effective operations and project activities; to assesses complex and rapidly changing technological issues and national trends; identify root causes of problems and develop of alternative solutions; confidently challenge the status quo by experimenting with new ideas; to accurately apply engineering standards and project requirements to specific circumstances; to evaluate multiple and ambiguous factors to resolve problems; to communicate effectively orally and in writing; to demonstrate leadership by recognizing and initiating activities to accomplish objectives, motivate associates and peers, and create a positive work climate; to 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 Engineering, Business Administration, Public Administration, Real Estate, Finance or a related field.

This position requires a minimum of 5 years of experience in Utilities, Right of Way, or an Engineering field. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: None

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 |
| 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: Program Supervisor Job Code Number: B1J01M

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