

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: Right of Way Design Plan Checker

Position Number: 60049, 60046, 60002

Location: Headquarters

Department: Transportation

Division and Bureau: Engineering Division/Right of Way Bureau

Section and Unit: Lands Section/Design Unit

Job Overview:

This position provides technical supervision and review of right of way design plan packages developed by internal and consultant design staff to ensure compliance with applicable federal, state, and local standards; ensure designs are cost-effective, constructable, and accurate; and to ensure CADD files are compiled according to MDT standards. This position provides technical assistance, training, and direction to drafters, designers and engineers as needed; and documents changes and project requirements into designs to finalize design plans for contract plan and bid letting processes. This position reports to the Right of Way Design Manager (position# 50011), and does not supervise others.

Essential Functions (Major Duties or Responsibilities):

Design Plan Review and Checking - 50%

- Review and check internally designed and consultant designed preliminary files, plans, deeds and related documentation. Attend project meetings as needed to make suggestions to the designer to ensure the right of way design is consistent with the project goals.
- Review and check right of way cost estimates and special provisions to ensure clarity, accuracy and agreement with areas shown in the plans and are in the proper format. Evaluate estimates to insure proper funding authority and amounts.
- Review and check the final right of way plan package to ensure all design items are properly incorporated into the plans. Provide written comments on the plan package, and direct the designer to make any final plan corrections and submit the original plan package and supporting data in the appropriate MDT format for authorization.

- Manage consultant design files on DMS. Write required files into the right of way directory and verify reference files attach correctly.
- Write deeds and easements for project acquisition and post on retrieve parcel document application. Review deeds and easements prepared by internal design and consultant design for accuracy and completeness.
- Continual improvement of process for quality control and quality assurance of right of way plans. Participates in pre and post construction reviews and updating specifications and design manual appendices.
- Review selected right of way plans from a Value Analysis (VA) perspective.

Technical Assistance and Training - 35%

- Maintain a contemporary knowledge of construction and design practices, software, and other job related skills by attending training and education to maintain continuing professional development. Maintain constant contact with other MDT divisions and bureaus, and conduct continual research to maintain a current knowledge of state and federal policies and standards, current software applications, and other job-related issues.
- Provide technical assistance and training to designers and members of their design team on computer-related items such as data transfer, resolving plotting problems, and answering specialized software (e.g., Microstation or Geopack) questions. Provide training in the use of the department's design software packages, CADD standards, design standards, and MDT policies and guidelines related to the development of a complete right of way plan package.
- Provide design and right of way plan interpretation, consultation, and guidance to designers throughout the course of design projects.
- Train designers on the application of new design practices, technologies, and standards to ensure that best practices are effectively incorporated into design processes.
- Provide project related guidance and technical expertise to other departmental work units regarding issues such as right of way design standards, design alternatives, and solutions.
- Provide technical assistance and information to local government entities, private businesses and the public by providing information and answering design-related questions on projects.
- Provide support and assistance to project managers and designers to deliver project on schedule.
- Research and assess innovations in right of way design practices to determine their applicability to MDT operations. Participate in the development and writing of specifications for design methods and applications (e.g., the Design Manual).
- Provide technical assistance and information regarding right of way design's QA-QC guidelines.

Design, Plan Revision and/or Redesign - 10%

- Review project design proposals, notes, correspondence, various reports, and survey documents to compile the basic right of way design. Completes design by interpreting complicated

information located in or near the proposed area of acquisition including researching deeds, titles information, and surveys of property.

- Map multi-source land interests for projects as required by law. Integrate property information from documents of record in county offices with engineering plan data to represent an accurate plan of existing rights-of-way, property ownership boundaries and proposed areas to be acquired for highway purposes.
- Complete review of initial right of way design based on analysis of engineering and design criteria, landowner and land use considerations, safety, and land and construction costs. Integrate highly-sensitive environmental and historic considerations, land uses, utility locations, property boundary conflicts, and site improvement information with the engineering design to develop right of way plans. Apply unique design or construction solutions where indicated.
- Analyzing right of way and easement documents, recorded retracement surveys, Certificates of Survey, subdivision plats, other surveys, and original Government Land Office surveys, etc.
- Compute total right of way areas and total right of way costs based on a unit area basis.
- Determine the optimal and legal land acquisition design for the proposed highway and legally document the interests.
- Develops design consensus for conflicts occurring among the project disciplines such as road design, traffic, bridge, and right of way based on project circumstances.
- Assemble a right of way design package for each project plan from a consultant design firm. Resolve conflicts and undeveloped elements by consulting project personnel from other disciplines, bureaus, agencies, and private companies.

Other Duties - 5%

This position performs a variety of other duties as assigned by the Design Manager in support of the Department mission and Division objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

- Light lifting (less than 10 lbs.)
- Ability to travel through uneven terrain and/or active construction sites
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings

- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer
- Communicate in writing, in person, and over the phone
- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Initiative and accountability
- Research and problem solving
- Computing arithmetic operations
- Ability to meet inflexible deadlines
- Comparing data
- Compiling information, analyzing, coordinating, synthesizing, negotiating, instructing

Knowledge, Skills and Abilities (Behaviors):

The position requires knowledge of land surveying, drafting, legal property descriptions, engineering fundamentals (e.g., computing horizontal and vertical curves, designing grades, basic hydraulic design, soils, etc.), advanced mathematics including geometry and trigonometry, right of way design standards, technical writing; and specialized engineering and design software including CADD (Microstation, GeoPak, etc.). The work also requires a working knowledge of environmental requirements, road design requirements, and requirements of other Department work units for consideration in plan reviews.

The position requires skill in the operation of computer assisted design, spreadsheet, and word processing software (Excel, Word, etc.); communicating effectively both verbally and in writing; problem-solving; negotiation; mediation; and in operating drafting equipment.

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 assess 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 design standards and project requirements to specific circumstances; to evaluate multiple and ambiguous factors to resolve problems; to determine appropriate responses to design problems and deficiencies with minimal assistance or precedent; to communicate effectively orally and in writing; 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 Civil Engineering, Land Surveying, or a related field.

This position requires a minimum of two years of transportation plan design and/or checking.

Certifications, licensure, or other credentials include: N/A

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

Fingerprint check Valid driver's license

Background check Other; Describe

MFPE 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: Designer 2 Job Code Number: D31012 Level: 2

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 type="checkbox"/> Telework Available | <input checked="" 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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