

# 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: Consultant Project Engineer Position Number: 39022, 35016, 39017, 39021, 60085, 39006, 39007, 39008, 39002, 32096, 60055 Location: Helena**

**Department: Transportation Division and Bureau: Engineering/Consultant Design**

**Section and Unit: Consultant Plans Section**

### **Job Overview:**

This position serves as a Consultant Project Engineer for the Consultant Design Bureau. The position performs engineering duties related to managing multiple transportation related projects with multiple separate consulting firms simultaneously. The position is responsible for developing, directing and monitoring statewide diverse and complex projects; developing, negotiating, executing, and administrating consultant contracts state wide; supervising consultant work and performing a variety of other duties as assigned.

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

#### **Project Development - 40%**

- Conduct assessments to facilitate understanding of all required project requirements. 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.
- 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 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.
- Deliver plans, specifications and estimates (PS&E) for the construction of highway projects.

#### **Contract Development and Administration – 40%**

- Research and analyze engineering standards and procurement requirements to identify how they relate to project needs and activities. Apply engineering service procurement processes in the selection of consultants. Develop and implement project design contracts to ensure that qualified consultants are selected meeting state and federal standards.
- Develop independent design cost and time estimates for projects to use in negotiating consultant contracts.
- Negotiate scope of work, schedule and budget with consultants to provide engineering and technical services in the development of highway projects. Determine project quality plan with consultant to ensure consultant delivers a quality product and takes into account risk. Negotiate terms within general project parameters and achieve consensus between consultants and the MDT on revised terms.
- Prepare consultant agreements and amendments to ensure 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 Supervision - 15%**

- Delegate specific preconstruction design and planning activities to consultants to ensure that MDT's mission, vision, goals, and financial plans are met in a timely manner and that consultant work complies with standards and agreements. 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 in order to meet project deadlines and budget.

- Directly supervise consultants hired to perform design and research work for the MDT. This involves reviewing work, ensuring consultants have the information and other resources necessary to complete assigned projects, negotiating and resolving problems and contract disputes, approving consultant invoices, initiating corrective action to bring consultants into compliance with agreements, and assessing and documenting consultant performance information for use in evaluating projects and for future consultant selection.
- Direct and oversee the preparation of reports, studies, summaries, research proposals, special reports, plans, specifications and estimates related to construction projects to ensure sound judgment and engineering practices are incorporated. Develop research methodologies and criteria for consultants to follow when working with the MDT, and review all reports and studies prepared by consultants to identify and correct errors and ensure the data is clear and meaningful.
- Analyze, process and approve invoices submitted by Consultants. 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.
- Establish and monitor criteria and milestones for evaluating project completion and consultant performance. Work with consultants and MDT staff to identify and resolve consultant performance deficiencies. Evaluate and document consultant performance for use in future selection activities. Implement and monitor corrective action, and develop effective recommendations for termination of contracts for noncompliance. Develop performance plans to improve performance of consultants.

#### **Other Duties – 5%**

- Performs a variety of other engineering and project management activities as assigned which may include being tasked with managing, or assisting with managing, alternative delivery projects through our Alternative Contracting Section.

#### **Supervision**

Note: This position directly supervises several consultants hired to perform design and research work for MDT. This involves delegating and reviewing work, negotiating and resolving problems, approving consultant invoices, and initiating corrective action to bring consultants into compliance with agreements. Employee regularly prepares performance evaluations of consultants hired by the department. These performance evaluations, along with informal, regular interactions, are used to coach and teach consultant personnel in order to improve performance. These evaluations affect the consultants' ability to get additional work from the department.

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

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

- Light lifting (less than 15 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.
- Operating a personal computer
- Communicate in writing, in person and over the phone
- Performing complex engineering analysis
- Application of sound engineering judgment
- Performing complex negotiations with people to gain acceptance of project ideas, connect with others, and resolve differences.
- 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
- Interpreting complicated and complex technical papers, manuals, and publications
- Ability to multi-task and meet inflexible deadlines
- Demands for accuracy in all aspects of work
- Prioritize work to meet MDT goals.

### **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 construction problems; utilize effective techniques and procedures to achieve goals and objectives;

identify root causes of problems and develop of alternative solutions; communicate effectively orally and in writing; facilitate diverse interest groups to make project decisions; negotiate; make engineering presentations; demonstrate leadership by recognizing and initiating activities to accomplish objectives, motivate associates and peers, and create a positive work climate; 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 5 years of progressively responsible experience including project planning, design, or construction. This position requires a minimum of 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.**

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 Profession Engineer in Montana.

### **Special Requirements:**

*List any other special required information for this position*

☐

Fingerprint check

☒

Valid driver's license

☐

Background check

☐

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.

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**Immediate Supervisor      Title**

**Date**

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| <b>Administrative Review</b> | <b>Title</b> | <b>Date</b> |
|------------------------------|--------------|-------------|
|------------------------------|--------------|-------------|

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: 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:**

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**Signature**

**Title**

**Date**