

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: District Projects Engineer Position Number: 13022, 55232, 57008, 59217, 75206

Location: Statewide Department: Transportation

Division and Bureau: District Preconstruction Section and Unit: n/a

Job Overview:

This position is a Project Engineer for one of five districts statewide and its subordinate area office. The position plans, manages, and monitors a variety of major highway preconstruction engineering projects within the District; resolves in-progress problems related to design of highway construction projects; provides expert guidance and technical assistance on a range of design project issues to MDT staff and local, county, and tribal government officials; and administers various preconstruction contracts. The position reports to the District Preconstruction Engineer, and manages up to 20 - 25 FTE preconstruction staff in the district.

Essential Functions (Major Duties or Responsibilities):

Project Planning and Management – 50%

- This position plans, manages, and monitors a variety of major highway preconstruction engineering projects within the District to ensure overall quality, safety, cost-effectiveness, and sensitivity to the environment.
- Plans and manages major preconstruction engineering project operations and activities to achieve the most favorable combination of human, material, and financial resources to accomplish desired program outcomes. Develops short and long-term plans, objectives, and cost-effective strategies for projects according to Department, state, and federal standards.
- Follows operational policies, procedures, and guidelines that agree with state and federal requirements while satisfying the complex transportation and engineering needs of various projects.
- Monitors and evaluates the effectiveness and efficiency of major preconstruction project operations and activities to ensure quality and cost-effectiveness.

- Monitors budgets among various preconstruction projects, reviews monthly expenditures, and develops spending guidelines to ensure the most efficient use of available funds. Prepares project budget proposals and amendments for the District Preconstruction Engineer to obtain authority and resources necessary for program operations and activities.
- Initiates and actively maintains liaisons with state and federal agencies, local governments, tribal governments, consultants, industry representatives, and the involved or affected public to explain, promote, and/or defend program policies, operations, and activities.
- Evaluates proposed pavement preservation, rehabilitation, and reconstruction projects on the Interstate, National Highway, and Primary Highway systems and submits formal nominations. Provides guidance and expertise to aid other MDT Programs (Safety, Bridge, Secondary Highways, etc.) in evaluating proposed projects in the District.
- Provides expert guidance and technical evaluations at field design reviews, project milestone reviews, project meetings, and public meetings/hearings with consultants, designers and design supervisors, right-of-way agents and supervisors, and others to determine the overall adequacy of engineering plans as well as adherence to applicable design standards.
- Develops, negotiates, and establishes special provisions for project components not covered by design standards.
- Serves as the District point of contact and coordinates with the District Survey Manager regarding preliminary field surveys to ensure the feasibility of engineering plans by establishing priorities, providing technical guidance, and evaluating completed surveys to ensure compliance with design standards; federal, state, and Department policies; and value-oriented engineering principles. Coordinates with the District Survey Manager in determining land surveying requirements and secures consultant services as necessary to accomplish desired outcomes.
- Coordinates with District Utility Agents regarding utilities that are affected by or in conflict with assigned highway construction projects while ensuring compliance with state (MDT) and federal (FHWA) policies and regulations.
- Coordinates with District Traffic Engineers regarding traffic control activities for access review, traffic engineering studies, design of minor traffic-related improvements, speed zone monitoring and reviews construction traffic control to ensure safety, efficiency, and regulatory compliance.
- Maintains preconstruction project files for assigned projects to integrate information and data regarding project progression; conflicts and deficiencies; and communications with project personnel, agency staff, utility companies, and members of the public into project plans and specifications.
- Coordinates with MDT Environmental staff who oversee environmental activities for compliance with applicable laws and procedures and coordinates with permitting agencies to obtain necessary permits. Reviews and comments on findings pertaining to various factors related to water quality, wetlands, hazardous waste, endangered species, archaeological/historical sites, and other issues.

Education and Technical Assistance – 25%

- Provides expert guidance and technical assistance on the design of highway construction projects including making recommendations to the District Administrator, District Preconstruction Engineer, District Construction Engineer, and other MDT staff and leadership.
- Resolves in-progress problems related to the design of highway construction projects to assist in ensuring the successful accomplishment of project timelines, specifications, and objectives.
- Provides expert guidance and technical assistance to local, county, and tribal government officials regarding project eligibility requirements, engineering design considerations and alternatives, road condition evaluations, priorities and timelines, materials, traffic safety standards, and a variety of other engineering issues.
- Represents the Department with county commissioners, mayors, civic groups, legislators, other state, federal and tribal representatives, and other affected parties to interpret and explain engineering design principles, requirements, standards, and priorities; determine transportation needs and funding alternatives; and respond to technical and operational inquiries regarding highway projects.
- Plans, organizes, and delivers public meetings on highway projects to explain and defend project parameters (e.g., scope, priorities, traffic accommodations, safety considerations, etc.), promote coordination and cooperation between local community representatives and the Department, and respond to a variety of technical and legal questions regarding projects.

Staff Management – 10%

- Manages professional and technical staff of the District Preconstruction Program by reviewing and revising overall program work plans, priorities, and procedures, and monitoring productivity of the District Preconstruction staff. Ensures that Preconstruction staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements.

Contract Administration – 10%

- This position administers various preconstruction contracts to ensure adherence to applicable standards, procedures, state and federal regulations, and specific terms and conditions of individual agreements.
- Evaluates SUE, utility, railroad, and construction plans and contracts from consultants to determine the overall adequacy and constructability of proposed projects.
- Coordinates with the MDT Consultant Design Bureau to help develop consultant agreements to describe scope of work, cost sharing of work, and special circumstances required by the contractor such as coordinated work.

- Resolves disputes with consultants and others (e.g., utility companies, railroads, etc.) regarding the adequacy of work to ensure the overall quality, timeliness, and cost effectiveness of engineering and construction projects.
- Commits the Department to modified or expanded work contracts for projects around sensitive environmental areas, historical sites, and other community interests to resolve disputes with landowners and other affected parties.
- Monitors and responds to project issues involving other agencies, local governments, tribal government, property owners, and other parties to generate cooperation and consensus on project completion and resolve ongoing problems or conflicts.
- Participates in billing audits to ensure accurate, complete, and timely payments by ensuring the accuracy of invoices, identification and resolution of discrepancies, and efficient payment processing.

Other Duties – 5%

Performs a variety of other duties in support of the Department mission and District objectives.

Supervision

The number of employees supervised is: Varies. Directly supervises approximately 3 – 5 employees. Indirectly supervises numerous other District Preconstruction staff.

The position number for each supervised employee is: Varies.

Physical and Environmental Demands:

Predominant work is performed in an office environment and in the field. The position involves travel throughout the District (potentially in excess of 20,000 miles per year) to project locations. Field work also involves hazards and demands associated with an active construction site including exposure to asphalt fumes, traffic, weather, loud noise, and overhead construction equipment; traversing rough terrain; and extreme weather and driving conditions. Negotiations and representations frequently require the incumbent to manage and mediate confrontational situations with appointed and elected officials, tribal governments, community organizations, consultants, and the public on issues related to highway projects.

Knowledge, Skills and Abilities (Behaviors):

This position requires extensive knowledge of the concepts, theories, and applications of civil engineering; highway design and construction; project planning and management; and MDT and FHWA design standards and procedures. This position requires knowledge of the methods and

practices of right-of-way acquisition; utility relocation; traffic engineering; road design; materials properties, specifications, and test methods; highway economic, safety, and efficiency issues; transportation planning, design, and highway construction processes; applicable state and federal regulations; construction safety practices; and contract administration. Staff management responsibilities require a working knowledge of employment law, collective bargaining agreements, program requirements, and personnel management practices and techniques.

This position requires outstanding, specialized skills in budgeting; project management; reading and interpreting complex plans, specifications, and contract documents; drawing conclusions and making recommendations; assessing construction plans and projects; communication, public and tribal relations and negotiation; developing and administering a variety of diverse projects and functions; and developing alternatives and solutions for complex engineering problems.

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 closely related field.

The position requires six years of progressively responsible experience in transportation project development. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: Registration as a Professional Engineer in Montana is required.

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 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: Engineering Supervisor Manager Job Code Number: 172017
Pay Band: 7

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input checked="" type="checkbox"/> FLSA Exempt | <input type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature

Title

Date

