

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 Contract Specialist
80015; 80020; 80015

Position Number: 80006; 80007;

Location: Helena Department: Transportation

Division and Bureau: Engineering/Construction Engineering Services Bureau

Section and Unit: Contract Administration Section

Job Overview:

This position is an Engineering Contract Specialist for the Contract Administration Section. The position is responsible for designing, implementing, and maintaining construction project fiscal management systems, policies, and methods to account for and report construction and construction engineering project costs and to determine budget allocation requirements; and compiling, evaluating, and preparing project close-outs to ensure federal approval and proper documentation of all. Additional responsibilities include: evaluating and monitoring contract and subcontract performance; responding to contractor inquiries and/or providing training as appropriate; contracts; monitoring contractor and subcontractor insurance and bonding coverage; and program administration services

Essential Functions (Major Duties or Responsibilities):

Contract Administration & Monitoring - 75%

- Receives contract and establishes tracking and monitoring system by evaluating and analyzing plans, contract specifications, funding, category requirements and bid item types. Establishes project estimates and ensures compliance with federal aid contract requirements and issues notice to proceed and identifies contract specific requirements and makes any updates using AASHTOWare Project.

- Activates contracts within AASHTOWare Project Construction & Materials, which includes setting up milestones to calculate properly upon time charges being entered, the verification of the liquidated damages amount and its compliance with the standard specifications, the entering of the applicable TERO and IOS percentages if the contract has work on a reservation and the confirmation that all dates and scheduled dates are set up to trigger the system of events.
- Establishes and publishes fuel escalation information prepares base price at time of contract letting through life of job publishes information to calculate fuel cost changes
- Evaluates construction contracts and cost estimates for adequacy, accuracy, and content to ensure compliance with specifications and special provisions.
- Monitors and evaluates subcontractor performance and subcontract percentages by conducting quality assurance of contracts statewide to ensure compliance with specifications and special provisions.
- Monitors contractor and subcontractor insurance coverage by conducting insurance verification audits to ensure compliance with contract terms, and Federal and State guidelines, requirements, and procedures.
- Evaluates and reports on contract documentation. Performs AASHTOWare Project and other documentation reviews of field staff documentation, for accuracy, completeness, correct dollar transfer, change order documentation, and notes.
- Analyzes and evaluates change or additional work order requests to verify adequacy, accuracy, content and compliance with federal, state or departmental standards or contract specifications. Incumbent reviews contract specifications, calculations and other factors to determine compliance and identify deficiencies.
- Identifies problems with change order documentation, legal descriptions and mathematical or financial calculations and takes corrective actions. Responds to inquiries regarding specific project problems or concerns, documentation requirements or related issues and provides consultation and technical assistance to provide relevant Department and project documentation guidelines, procedures, rates, priorities and other information.
- Coordinates and oversees change or additional work order approval by researching contract specifications and requirements; identifying and developing solutions to operational problems and compliance issues; securing authorization and approval from the district construction engineer; providing professional and technical monthly change order explanations to the State Transportation Commission for approval; and overseeing submission and approval of work orders to the Federal Highways administration (FHWA).
- Researches, analyzes and evaluates subscription databases, equipment types and suitability, and other factors to prepare equipment rental rates.
- Monitors and approves contractor payments to ensure the accuracy and appropriateness of payments as specified in each contractual requirement, ensuring timely payments, justification and proper expenditure allocations.

- Monitors and processes contract adjustments by verifying actual dollars and quantities match the estimates and the dollars match the quantities. Assesses liquidated damages and if additional time is needed to complete the project.
- Conducts compliance reviews to ensure contract costs comply with Federal rules and regulations and determines if costs are participatory or non-participatory and ensures all costs are set up accurately and sent to the Fiscal Programming Section.
- Works with managers and appropriate staff to collect missing documentation and resolve problems. Conducts final checks and coordinates final certifications and forms for the contract and confirms the final contractor payments and performs audit reviews of statewide projects to ensure appropriate procedures and methods of field note documentation.
- Develops final information packages and coordinates and compiles supplementary reports and data required for final estimate package issued to FHWA on projects of division interest (PoDI) to ensure compliance with federal funding requirements, contractual agreements, and Department policies and procedures.
- Finalizes contract payments by analyzing and resolving compliance problems through interpretation and application of payment regulations and requirements (e.g., eligibility, activities, amounts, etc.); consultation with project managers, contractors, Fiscal Programming, FHWA, and other involved parties; determining and justifying quantity changes, disincentives for specification deficiencies, and other adjustments; and explaining, negotiating, and/or defending final payment adjustments to contractors and others.
- Communicates with prime contractor's bonding company after the Montana Transportation Commission has accepted project completion documentation.
- Coordinates and responds to inquiries from subcontractors and suppliers regarding prime contractor bonding information required to initiate a lien against the prime contractor's bonding company.
- Archives all of the manual and electronic AASHTOWare Project records and ensures that they are filed and retained per MDT and State of Montana policies. Monitors variable timelines for records retention, disposal, and/or transfer in accordance with specific agreements and applicable state statutes and coordinates with various agencies as necessary to ensure compliance with records retention and disposal procedures.
- Evaluates user processes and objectives to establish short and long-range plans for the implementation and maintenance of AASHTOWare Project Construction & Materials.
- Administers the Prevailing Wage Compliance process in accordance with the US Department of Labor and state guidelines.
- Administers the construction On-the-Job Training Program as required by federal and state regulations.

Fiscal Administration & Monitoring - 20%

- Reviews, analyzes, and monitors budget expenditure reports and summaries to prevent overruns.
- Performs construction project cost analysis to determine project status, ensure the appropriateness and proper categorization of expenditures, and determine current and future resource requirements.
- Analyzes information and data relationships between MDT's various accounting and management planning systems to ensure necessary modification of construction and construction engineering estimates.
- Monitors and facilitates project funding strategies to maximize use of federal funds and ensure viability of projects throughout construction (e.g. capped funding).
- Monitors the federal programming of funding for each project to ensure that current costs or cost estimated have overrun or underrun the current programming. Prepares funding modifications to be submitted to Fiscal Programming to correct for the funding discrepancies.
- Develops requisitions or purchase orders to acquire equipment needed by department personnel to successfully and accurately accomplish work objectives.
- Manages Bureau equipment and construction supplies by directing and overseeing delivery/transfer, ensuring compliance with requisitioned specifications, coordinating invoice payment, monitoring equipment usage, developing and monitoring service contracts, authorizing and coordinating requests for repairs, and documenting inventory and service records.
- Prepares final vouchers for each project upon commission approval. Verifies the final costs of each project and confirms that they were paid per the proper federal funding appropriations.
- Provides technical assistance and instruction regarding contract requirements, funding requirements, and related issues to ensure compliance with all

Other Duties - 5%

Performs a variety of other duties in support of ongoing Bureau operations and 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:

Revision Date: 03/2022

- Light lifting (less than 20 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 highway construction sites and district offices
- Travel out-of-state to conferences and trainings
- Work effectively with a variety of individuals or groups and within a range of situations
- Independently take action and make timely decisions effecting construction operations

Knowledge, Skills and Abilities (Behaviors):

The position requires knowledge of contract administration; federal and state contract requirements; construction and civil engineering practices; financial analysis of road/bridge construction and related construction activities; applicable laws, rules and regulations; project planning; accounting and Generally Accepted Accounting Principles (GAAP); federal funding requirements; data and records management; procurement; office management; and computer troubleshooting techniques and tools.

This position requires skill in directing, organizing, and coordinating multiple projects related to payment and contract compliance; project management skills; office management; procurement; budget monitoring and analysis; accounts reconciliation; and effective written and verbal communication skills.

This position requires the ability to maintain effective working relationships and credibility; communicate effectively orally and in writing as appropriate for the audience; research, gather, and analyze facts and circumstances and draw effective conclusions; use discretion and judgement in handling sensitive information; develop policies and procedures related to assigned programs; operate a motor vehicle.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are acquired through education equivalent to a Bachelor's Degree in Civil or Construction Engineering, Business Administration, Management, Accounting, Auditing or closely related field.

This position requires a minimum of 3 years of experience in engineering, construction engineering, or business management.

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

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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.

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 Contract Specialist 2 Job Code Number: D2J012 Level: 2

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