

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 Plans Engineer Supervisor

Position Number: 32094

Location: Helena

Department: Transportation

Division and Bureau: Engineering/Consultant Design

Section and Unit: Consultant Plans Section

Job Overview: The Consultant Design Bureau develops, manages, and oversees transportation design projects, including the procurement and management all professional consultant services contracts for MDT. A primary role of the Bureau is the management and development of design projects, including coordinating and documenting design work between consultants and MDT. The Transportation Alternatives (TA) Program is also managed in this Bureau.

This position serves as the Consultant Design Bureau's Consultant Plans Engineer and Section Supervisor. The position is responsible for developing and managing major consultant engineering projects and contracts for statewide projects. The position is also responsible for developing and administering Section policies, standards, and program functions to ensure consistency with engineering standards, State and federal regulations, and Department requirements. The position reports to the Consultant Design Bureau Chief (Consultant Design Engineer) and directly manages a staff of 9.0 FTE within the Section.

Essential Functions (Major Duties or Responsibilities):

Project Management Oversight – 50%

- Provides administrative and engineering oversight of project development and design activities to ensure that consultant work is completed according to agreements; all appropriate engineering, environmental, and regulatory considerations have been incorporated; and that sound engineering and design concepts are utilized.
- Initiates and reviews studies of design alternatives to determine optimum locations and design features for projects.

- Directs and oversees the review and checking of consultant prepared reports, assessments, details, plans, specifications, estimates, design and document revisions (e.g., Right-of-Way and Utility changes), and plan/specification/estimate revisions and estimates as they are developed and submitted.
- Authorizes final acceptance of reports and final design packages by comparing actual charges to expected project costs; calculating time and cost impacts of changes; evaluating designs and plans for adherence to contracted terms and overall adequacy, quality, and safety; and consulting with specialty work units to ensure design acceptance.
- Develops research methodologies and directs the preparation of special reports, studies, and proposals related to construction projects (e.g., value engineering proposals, noise impacts, water quality, air pollution, historic and cultural significance, etc.).
- Directs and oversees the complex management of project schedules, using advanced project management skills, specifically critical path and agile methodologies. Subject Matter Expert for the Department's project scheduling system.
- Administers the design and development of projects that are on the Federal Aid Urban System for which local governments have retained their own consultants.
- Plans, coordinates, and oversees various communication processes including meetings, project monitoring, evaluations, conferences, and reviews. Directs research both within MDT and with external firms and agencies to identify any pertinent project information or analyses that may be applicable to assigned projects and develops methods and approaches for gathering additional required project data.
- Develops concise and legally defensible Requests for Proposals (RFPs), ensuring that all project deliverables, services terms, requirements, and standard legal language are included.
- Provides assistance to cooperating agencies in the development and selection of consultants for project work (i.e., provide consultant management services similar to those provided to MDT – selection, monitoring, engineering oversight, etc.).

Program Development and Administration - 25%

- Develops and establishes Consultant Plans Section policies and procedures to ensure that consultant services are efficient and effective and evaluates design review practices to ensure consistency with industry standards.
- Develops and implements design review standards, methods, and policies to ensure established quality levels are being met by consultants on a statewide basis.
- Assigns and reviews specific consultant monitoring and design review assignments to section engineers. Establishes and adjusts project priorities and deadlines and coordinates 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.
- Evaluates consultant performance evaluation criteria and milestones for assessing project completion and consultant performance. Works with subordinates and consultants to identify and resolve consultant performance deficiencies. Monitors each consultant under contract or agreement for progress and quality of performance during active retained duration. Implements and monitors corrective action and reviews and determines actions related to recommendations for termination of contracts for noncompliance.

- Establishes necessary reviews, approvals, and distribution for location and design reports, studies, investigations, proposals, environmental documents, recommendations, preliminary and final design documents, and agreements.
- Monitors project expenditures to ensure compliance with agreements and track funding levels through review of project expense reports and approval of expenditures. Reviews and approves all consultant claims for the project to ensure budgets are not exceeded and MDT resources are used in the most efficient manner possible. Provides expense summaries and recommendations to the Bureau Chief.
- Directs the updating, enhancement, and maintenance of the engineering management system to ensure accurate and accessible project documentation.
- Assists the Bureau Chief with consultant selection activities and compliance audits as needed. Works with the Internal Audit Unit to ensure audit deficiencies are resolved in a timely manner.

Section Operations - 10%

- Monitors compliance with established operational policies and procedures in programs and reviews and approves atypical or developmental methods and procedures.
- Directs and coordinates administrative details related to Consultant Plans Section programs to ensure cost-effective expenditures as well as compliance with State and federal requirements.
- Provides information for the preparation of biennial budgets; develops recommendations for allocations for annual fiscal operational plans and recommends spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses.
- Monitors program expenditures to ensure that money is allocated as designated and tracks funding levels through review of financial reports and approval of expenditures. Reviews and approves all requisitions, payrolls, expense claims, vendor claims, etc. for the Section to ensure budgets are not exceeded and Department resources are used in the most efficient manner possible.
- Determines and fulfills equipment procurement needs of the Section including responsibility for developing specifications, ensuring compliance with Department procurement practices, developing budget justifications and submitting requests, and integrating equipment into Section practices to ensure maximization of resources.
- Distributes the necessary criteria, standards, documents, programs, policy and procedure manuals, and other appropriate information to consultants and MDT staff to ensure current and accurate information is available for design and contract administration activities; develops progress reports and solutions to problems to facilitate consultant services and design review.

Staff Management - 10%

- Directly manages professional staff (9.0 total FTE) of the Consultant Plans Section by reviewing and revising overall 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 Bureau, Division, and Department goals.

Other Duties - 5%

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

Supervision

The number of employees supervised is: 9.0

The position number for each supervised employee is: 39022, 39006, 39007, 39021, 39017, 39008, 39016, 39004, 32020

Physical and Environmental Demands:

- This position functions in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

This position requires knowledge of the concepts and theories of civil engineering, mathematics, and the physical sciences; contract law and administration; surveying; photogrammetry; hydraulic engineering; traffic engineering; structural engineering; safety design; highway economic, safety, and efficiency issues; Engineering Division objectives and Consultant Design Bureau goals; federal and State contract procurement practices; structure and functions of Montana local government units; project planning; research methods and techniques; State, federal, AASHTO, and FHWA standards; project specifications; highway construction methods and techniques; project budget development and monitoring; transportation planning processes; field applications of highway engineering and construction; environmental rules and regulations; project management and documentation; construction methods and practices; material specifications; plan requirements; Civil Rights and DBE requirements; utility and traffic engineering; right-of-way and property laws and regulations; and supervisory methods and techniques.

Skill in project management; planning and organizing the work of others; motivating subordinates and peers; drawing conclusions and making recommendations; assessing construction plans and projects; communication and negotiation; and developing and administering a variety of diverse projects and functions.

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.

The position requires four (4) years of progressively responsible civil engineering experience in design, construction, or maintenance. At least two (2) years of experience in program or project

management and three (3) years of supervisory experience is also required. The experience can be concurrent.

Certifications, licensure, or other credentials include: Licensure as a Professional Engineer (PE) in Montana is required, as this position reviews and approves the work of other staff and consultant Professional Engineers.

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 |
| 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: Engineer Supervisor

Job Code Number: D2502M

Pay Band: 7

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