

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodation for otherwise qualified individuals with disabilities.

Job Title: Pavement Management Section Supervisor **Position Number: 40080**

Location: Helena **Department: Transportation**

Program Area: Asset Strategy, Operations, & Maintenance / Asset Strategy Program

Bureau and Unit: Asset Strategy Systems Bureau / Pavement Management System

Job Overview: The Pavement Management System Supervisor is responsible for the collection and analysis of pavement conditions and imagery data for the Department. Responsible for overseeing specialized testing equipment and information systems to deliver quality data, analysis, and recommendations to support network-level decision making. This position provides information to support data-driven decision making for the selection and development of highway improvement projects. The position reports to the Asset Strategy Systems Bureau Chief and supervises a team of 4 permanent employees and 2 seasonal employees.

Essential Functions (Major Duties or Responsibilities):

Pavement Management Administration - 40%

- Serves as the Department expert for the Pavement Management System and is responsible for coordination, oversight, and development of the system to support state-wide strategic planning of highway projects.
- Direct and coordinates MDT's Pavement Management System functions and individual projects to provide technically defensible information for data-driven planning of regional highway construction and maintenance projects.
- Develops guidelines and procedures to evaluate the accuracy, efficiency, and overall quality of data collection and analysis projects. Develops, tests, and establishes data collection and quality standards specific to MDT methods of data collection and analysis.
- Coordinates and oversees development of pavement performance models performed by consultants or MDT staff to forecast pavement conditions and optimum treatment methods. Oversees information systems development and administration related to performance models.

- Develops, implements, and administers customized database and modeling technologies to provide advanced analysis capabilities and compatibility with MDT's Pavement Management System. Modifies components as necessary to reflect changing data collection and analysis methods and objectives.
- Coordinates and oversees advanced software designs and modifications performed by consultants to ensure that products conform with specifications, provide compatibility with existing MDT information systems, and provide efficiency and cost-effectiveness.
- Evaluates testing equipment and vehicles to develop new research methods and applications. Determines typical and optimum performance of equipment used to measure rutting, ride quality, cracking, and other pavement characteristics. Identifies deficiencies associated with test locations, calibrations, error tolerances, operations, and other factors to improve the data quality.
- Represents the agency on technical research committees, advisory panels, work groups, and other meetings to provide specialized expertise for development of standards and procedures, conduct collaborative research, and exchange information.

Project Management - 35%

- Develops, coordinates, and directs specialized pavement research and analysis projects.
- Establishes and monitors project schedules for data collection and analysis activities to ensure customer deadlines are met. Manages and monitors task assignments for consultants, contractors, and/or vendors.
- Directs and coordinates Quality Management Plan for quality assurance measures and audit exercises to assess the quality, efficiency, and cost-effectiveness of field data collection and management. Facilitates an annual data quality review with local Federal Highway Administration office.
- Analyzes pavement condition data to develop technically defensible results and conclusions related to pavement performance under varying influences.
- Prepares comprehensive analytical reports on pavement conditions, influences, and trends, for Montana's roadways. Presents results and recommendations to MDT functional areas through written reports, maps, and presentations.

Supervision - 20%

- Directly supervises technical staff within the Pavement Management Unit. Manages results by developing overall work plans, priorities, procedures and delegating as appropriate.
- Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Bureau, Division, and Department goals.
- Sets individual goals for staff to accomplish Unit objectives, assesses progress on goals quarterly, and evaluates staff performance annually.
- Identifies employee knowledge gaps and anticipates future training needs for employees.

Other Duties - 5%

Performs a variety of special studies, project management activities, and other duties as assigned by management in support of the Department mission and Division objectives.

Supervision

The number of employees supervised is: 4 permanent and 2 seasonal

The position number for each supervised employee is: 40098, 40104, 40087, 44008, 90812.

Physical and Environmental Demands:

- Work is performed in a typical office environment.
- Occasional travel throughout the state to projects.

Knowledge, Skills and Abilities (Behaviors):

This position requires knowledge of the concepts and theories of mathematics, statistics, physical sciences, and computer technology to conduct technical analysis methods and procedures. The position requires knowledge of MDT objectives and goals; State, Federal, AASHTO, and FHWA standards; highway construction methods and techniques; construction methods and practices. Knowledge of supervisory methods and techniques is required to lead staff.

This position requires skill in analyzing and interpreting technical data; operating specialized information systems; project management; planning and organizing the work of others; drawing conclusions and making recommendations based upon technical analyses and professional judgments; and communicating complex technical information to varied audiences.

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 business, computer science, engineering, mathematics, or related field.

This position requires a minimum of 4 years of experience in a data related field, engineering, asset management, information system management, project management, pavement management, or related field. This position requires a minimum of 1 year of supervision or team lead experience.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Human Resources Review

Job Code Title: Engineering Analyst Supervisor Job Code Number: D2501M

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 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
------------------	--------------	-------------