

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: Asset Management Section Supervisor

Position Number: 44013

Location: Helena

Department: Transportation

Operations/Program Area:

**Asset Strategy, Operations, &
Maintenance / Asset Strategy Program**

Work Unit:

Asset Management Section

Job Overview: This position leads MDT's Transportation Asset Management System (TAMS) program, serving as the central point of coordination for integrating data, tools, and business processes across the department's major asset domains, including pavement, structures (bridges/culverts), maintenance systems, and ITS/technology platforms. This position is responsible for designing and evolving MDT's approach to asset data governance, ensuring that condition, inventory, performance, and financial data across multiple asset classes are captured, integrated, and made available for defensible, performance-based investment decisions. The position supervises a multidisciplinary technical section responsible for data architecture, structural asset analytics, business analysis/systems integration, and pavement management, ensuring these functions operate cohesively in support of statewide asset performance goals and federal Transportation Asset Management Plan (TAMP) compliance. This position sets section direction and can make significant changes to TAMS architecture, data standards, staffing priorities, and budget allocation within the section. This position develops and implements TAMS governance policy, coordinates integrated data and business plans with other divisions, agencies, and local governments, and represents MDT's enterprise asset management interests to department leadership, the Transportation Commission, the Legislature, and external partners such as FHWA and AASHTO. This position reports to the Asset Strategy Program Manager and supervises four section staff.

Essential Functions (Major Duties or Responsibilities):

Asset Management Strategy & Integration - 30%

- Develop and maintain the agency-wide strategy, governance framework, and multi-year roadmap for TAMS, aligning pavement, structural, maintenance, and ITS asset data into a single, unified system of record.
- Establish and maintain enterprise data standards, data dictionaries, and metadata management practices so that asset data collected by different work areas is consistent, comparable, and defensible across programs.
- Ensure TAMS data structures, models, workflows, and reporting comply with federal requirements, performance measures, and state asset performance targets.
- Coordinate cross-functional integration between various business areas to eliminate data silos, resolve conflicting data sources, and reduce duplicate effort.
- Lead the development of the asset management strategic plan that ties together various asset features into common risk, condition, and lifecycle cost frameworks.
- Champion technology, automation, and data governance initiatives that improve asset condition visibility, lifecycle cost analysis, predictive/deterioration modeling, and investment decision-making.
- Analyze and evaluate business systems, budgeting practices, and statutory requirements affecting transportation asset data collection, management, and reporting; identify current or anticipated deficiencies and recommend solutions.
- Serve as MDT's primary liaison to FHWA, AASHTO, other state DOTs, and local agencies on asset management practices, data-sharing agreements, and performance reporting.
- Represent the department on national and regional committees related to transportation asset management, and provide input on emerging national trends, tools, and regulatory changes affecting TAMS.
- Prepare briefing materials, testimony support, and presentations for legislative committees, the Transportation Commission, and department leadership on TAMS status, investments, and outcomes.

Section Technical Oversight - 25%

- Oversee the section's work designing and maintaining the TAMS data architecture and integration pipelines that support asset analytics, visualizations, and reporting.
- Direct research and innovation efforts, ensuring new technologies, tools, and pilot projects are evaluated for their applicability and value to the overall Asset Strategy Program.
- Review and approve technical approaches, data models, and system designs proposed by section staff to ensure consistency with appropriate architecture principles and department IT standards.

- Facilitate regular cross-section technical work groups to resolve data quality issues, align update cycles across asset systems, and coordinate joint projects such as integrated dashboards or unified asset viewers.
- Act as the escalation point for technical or resource conflicts between section staff and other MDT divisions, districts, or external vendors involved in asset data collection and system development.
- Ensure appropriate quality assurance and quality control procedures are applied consistently across all asset data streams feeding into the enterprise system.

Business Process & Systems Management - 20%

- Develop, implement, and continuously improve business processes for section systems, ensuring compliance with state and federal regulations, funding guidelines, and department policy.
- Oversee information technology needs for the section, coordinating with the Information Technology areas on system compatibility, cybersecurity, data privacy, and enhancement priorities.
- Manage the triple constraints of time, cost, and scope for TAMS-related projects and programs, from original concept through final implementation, including budget development and monitoring.
- Develop and administer contracts, task orders, and vendor relationships supporting TAMS software, data collection equipment, and consulting services; monitor deliverables for quality and contract compliance.
- Coordinate research into new asset management software, data collection technologies, and analytical tools; evaluate feasibility, cost, and fit with existing MDT systems before recommending adoption.
- Establish and monitor key performance indicators (KPIs) and dashboards that track asset condition trends, project delivery, and system reliability, reporting results to MDT leadership.
- Develop procedures for data backup, disaster recovery, and business continuity for enterprise asset management systems in coordination with IT resources.
- Provide input to the department's capital improvement and maintenance budgeting processes by supplying enterprise-level asset condition and lifecycle cost information.
- Respond to public records requests, legislative inquiries, and inter-agency data requests related to enterprise asset data in a timely and accurate manner.

Staff Management - 15%

- Supervise professional and technical section staff, including work plan development, priority setting, delegation of assignments, and monitoring productivity across a technically diverse team.

- Ensure section staff comply with state and departmental personnel rules, regulations, policies, and applicable collective bargaining agreements.
- Conduct regular one-on-one and section staff meetings to disseminate information, align priorities, and promote collaboration across data, structural, business analysis, and pavement functions.
- Set individual performance goals for staff, assess progress, conduct annual evaluations, and address performance concerns promptly.
- Lead recruitment, selection, and onboarding for section positions; participate in position classification and compensation discussions with Human Resources as the section evolves.
- Promote a culture of continuous improvement, innovation, and accountability, encouraging staff participation in cross-functional teams and statewide asset management initiatives.
- Responsible for full supervisory functions including hiring, termination, disciplinary action, performance evaluation, workload distribution, and employee development.

Other Duties - 10%

- Performs additional duties as assigned by the Asset Strategy Program Manager or department leadership in support of MDT's mission and division objectives.
- Participates in ongoing training and educational opportunities to remain current on asset management, data governance, and information technology best practices.
- Supports emergency management and incident response efforts by providing rapid access to asset condition and location data when needed.

Supervision

The number of employees supervised is: 4 permanent FTE

The position number for each supervised employee is: 81051, 50072, 75014, 41035.

Physical and Environmental Demands:

- Work is performed in a typical office environment.
- Occasional travel within and outside the state for training, meetings, conferences, and project sites.
- Communicate in writing, in person, and over the phone with staff, leadership, and external partners.
- Operating a personal computer for extended periods.
- Remaining seated for extended periods with occasional walking, standing, and bending.
- Meeting demands for accuracy and inflexible deadlines while managing multiple concurrent priorities.

Knowledge, Skills and Abilities (Behaviors):

- Extensive knowledge of enterprise asset management principles, data governance, and systems integration across multiple technical domains.
- Knowledge of business management, public administration, strategic planning, budgeting, and workforce management.
- Knowledge of data warehouse architecture, relational and dimensional database structures, and business intelligence tools.
- Knowledge of State personnel rules and how to interpret and apply them in daily supervisory activities.
- Knowledge of contract administration principles and procurement processes for technology and professional services.
- Skill in project management, business analysis, and planning/organizing the work of a technically diverse team.
- Skill in communication, facilitation, and negotiation with internal and external stakeholders including FHWA, AASHTO, and local agencies.
- Skill in developing and monitoring budgets, KPIs, and performance dashboards.
- Ability to translate complex technical data concepts for both technical and non-technical audiences, including legislators and the public.
- Ability to lead organizational change and build consensus among staff and stakeholders with differing priorities.

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, data 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, 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.

Special Requirements:

List any other special required information for this position.

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|--|---|
| ☐ Fingerprint check | ☒ Valid driver's license |
| ☐ Background check | ☐ Other; Describe. |
| none 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: Research Analyst Supervisor Job Code Number: C2301M

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
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